

Mr. Tolson

April 19, 1961

The Executives Conference

FUGITIVE INVESTIGATIONS

The Conference considered a suggestion made by an Administrative Assistant in the office of the U. S. Attorney at Denver, Colorado, which had been forwarded to the Bureau by Mr. S. A. Andretta, Administrative Assistant Attorney General. The suggestion made reference to the Bureau's work in locating probation violators in cases wherein the offense was within the jurisdiction of the FBI and suggests that the Bureau undertake the investigation of all probation violator cases regardless of the jurisdiction involved in the original offense. It was also noted that a number of probation violator warrants in cases where another agency had original jurisdiction lie dormant in the office of the U. S. Marshal for many years and that in Colorado the oldest such warrants are now twenty years old.

There are no figures available as to the number of probation violator warrants issued over the years in cases in which the FBI does not have jurisdiction which are still in effect. With reference to the current case load, however, there are 239 probation violator cases within FBI jurisdiction received during the calendar year 1960. If we had accepted all probation violator cases wherein a warrant was issued (those covering violations not originally within FBI jurisdiction), there would have been 861 such cases. The additional cases during 1960, therefore, would have been 622.

While not incorporated in the original suggestion, similar related warrants issued for violation of parole and conditional release.

Had we accepted cases involving violations of conditional matters wherein the jurisdiction of the original violation was, there would have been 687 additional cases.

summation, if the Bureau had accepted requests to locate and on the basis of probation, parole or conditional release warrants,

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Executives Conference Memorandum
Re: Fugitive Investigations

irrespective of the nature of the offense for which the fugitive had been originally convicted in Federal Court, the number of cases would have increased in 1960 from 551 to 1309.

The Conference, composed of Messrs. Tolson, Parsons, Mohr, Sizoo for Belmont, Callahan, White for Conrad, DeLoach, Malone, Rosen, Tavel, Trotter, Clayton, Ingram and Evans, unanimously recommended that the Department be informed the FBI would, if the Department desired, conduct the investigation to locate and apprehend all Federal fugitives for whom probation, conditional release or parole violator warrants are issued.

A memorandum to the Attorney General to this effect is attached.

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JL

UNITED STATES GOV

Memorandum

Tolson	_____
DeLoach	_____
Malone	_____
Rosen	_____
Tavel	_____
Trotter	_____
W.C. Sullivan	_____
Tele. Room	_____
Ingram	_____
Gandy	_____

TO : Mr. Tolson

DATE: April 27, 1961

FROM : C. D. DeLoach

SUBJECT: JUVENILE COURT STATISTICS
CONSIDERED BY THE EXECUTIVES CONFERENCE

The Executives Conference considered whether the Bureau should pursue a program of obtaining dispositions in youthful arrest cases from juvenile judges on a voluntary basis to supplement the arrest data concerning youth currently set forth in the Uniform Crime Reports.

At present the Children's Bureau does get juvenile delinquency data from 10% of the juvenile courts. The Department of Health, Education and Welfare (HEW) recognizes the inadequacy of the figures collected by its Children's Bureau in that they do not serve to show what happens to youth arrested for particular crimes. The Conference was told that in discussion with David Hackett of the Attorney General's Office concerning the collection of juvenile court dispositions, Hackett recognized a void and he agreed the matter should be pursued through the juvenile court judges who could submit data on a voluntary basis. Hackett is presently coordinating a draft Executive Order that will establish a Presidential Committee on Juvenile Delinquency and Youthful Offenders to consist of the Attorney General and the Secretaries of Labor and HEW. Hackett has been urging HEW to expand their current program to include court dispositions and the kinds of offenses these young people commit.

It was explained to the Conference that the Director had approved my appearing before the National Council of Juvenile Court Judges in Washington, April 28, 1961, and that the judges be invited to participate in a voluntary statistical program with the FBI to furnish dispositions of juvenile court cases.

In summary, it is now all too apparent that a conflict exists between the FBI expanding its crime reporting program and the action of Hackett urging the expansion of the Children's Bureau program. It is also clear that the proposed Executive Committee on Juvenile Delinquency and Youthful Offenders would have the final say as to which agency should conduct such a program.

MAY 15 1961

Under the circumstances, therefore, it was the unanimous opinion of the Executives Conference that the FBI take no further action in this matter and that this is not the time for the Bureau to invite juvenile court judges to cooperate in a voluntary statistical program. A detailed memorandum concerning the factors here involved is attached.

Enclosure

- 1 - Mr. Malone
- 1 - Mr. Clayton
- 1 - Mr. Daunt

REW:sak (5)

NOT RECORDED

MAY 17 1961

One copy made
for C. D. DeLoach
file in Rm 5226
6/26/61 Sub

CRIME RECORDS

Mr. Tolson

June 7, 1961

The Executives Conference

The Executives Conference of May 31, 1961, consisting of Messrs. Mohr, Tavel, Conrad, Clayton, Malley, Stanley, Malone, Trotter, Sizoo, Parsons, Ingram, DeLoach and Callahan, took up the question of the holding of social functions outside Bureau space.

Background:

In a letter from a former clerical employee of the Denver Office he indicated he had attended the 1960 Christmas party of the Denver Division which was held outside the office and Mr. Tolson indicated he thought outside functions had been stopped and the Executives Conference should consider this to which the Director agreed. The memorandum on which Mr. Tolson made this indication pointed out that there is no blanket prohibition of Bureau social affairs outside Bureau space. It pointed out that FBI Recreation Association dances, office Christmas parties, summer picnics and dances sponsored by individual divisions and similar affairs are permitted. It further pointed out that a restriction was placed on anniversary and going away parties by SAC Letter 59-48 dated August 4, 1959. This rule requires prior Bureau approval before such parties are held outside of Bureau offices on occasions of anniversaries, separations or transfers.

The Conference unanimously recommended that there be no change or further restrictions issued with respect to the holding of social functions outside of Bureau space pointing out that SACs and division heads here at the Bureau are held personally responsible for the general conduct of those in attendance to see that no embarrassing incidents occur and further that such social gatherings be held in respectable and reputable places.

1 - Mr. Malone (Sent Direct)
1 - Mr. Clayton (Sent Direct)
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(5)

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63 JUL 3 1961

55 JUL 3 1961

Mr. Tolson

October 9, 1961

The Executives Conference

SECURITY IN-SERVICE TRAINING

The Executives Conference of 10/9/61 consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Evans, Malone, Rosen, Sullivan, Tavel, Trotter, and Hyde, considered a proposition as to whether or not a certain phase of Security In-Service should be continued.

Since January, 1959, during a one and one-half hour period, each Security In-Service class has been divided into four groups and each group receives instructions in the office of one of four Section Chiefs in the Domestic Intelligence Division. After the Domestic Intelligence Division moved to the Riddell Building the class has been departing by Bureau bus from the Justice Building at 2:40 P.M. en route to the Riddell Building. The class stays at this building until 3:30 P.M. when they return to the Justice Building. In other words, of the one and one-half hours originally assigned to this seminar, one-half hour is now spent in transportation.

The agents attending Security In-Service have expressed gratification and appreciation for the opportunity of having a personal discussion of their problems with the chief of the section supervising the bulk of their work. It has been found that this type of training brings the In-Service agent much closer to Bureau operations and Bureau problems and gives the agent a feeling of belonging to the FBI team. The procedure has been extremely helpful to the morale of the agents in the field and does much to prove to them that there is no air of mystery surrounding Dept. of Government operations. They visualize by being right at the scene of operation just where their field work dovetails into the work of the Dept. of Government and makes for a better mutual understanding of each other's problems. There is much more participation when only a small group is involved sitting in the office of the man who directs the field activities of the section involved. During these seminars, the Section Chief has access to field files, and substantive supervisors are readily available to answer any questions which may be raised by the group.

These sessions have also been found to be helpful to the Section Chiefs. They obtain helpful suggestions, points of views and observations from the field.

1 - Mr. Malone

1 - Mr. Clayton

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Executives Conference Memorandum
Re: Security In-Service Training

which guide them in future programs contemplated by the Bureau. These sessions give the Section Chiefs an opportunity to discuss fresh current problems with the field and make Section Chiefs aware of problems which may be developing in the field and which may require remedial action in the form of additional instructions to be sent out by the Seat of Government. This system has been found to be far more effective and accomplishes much more than having the four sectional supervisors appear before the entire class in a panel forum. There have been no indications that these seminar discussions have developed into "bull sessions." Every indication is that they are conducted on a businesslike basis, have been most helpful to all concerned, and have been well controlled by the Section Chief who handles the seminar so that only matters of interest to the entire group are made topics of discussion. Section Chiefs have indicated that the questions asked by the agents are of an extremely intelligent nature and that they are sincere and seeking to have problems resolved. It was noted that this type of instruction was used at the Naval War College and was one of the factors which Agent Whitaker commented upon favorably with regard to their methods of teaching.

The Executives Conference was unanimously in favor of continuing with this type of seminar.

RECOMMENDATIONS:

1. That the unanimous view of the Executives Conference be approved.

2. If approved, the curriculum will be arranged so as to send the Security In-Service class to the Riddell Building at 4:30 P.M. so that the class will terminate there at 6 P.M., thereby consuming only 15 minutes instead of 30 minutes of travel time between the Justice Building and the Riddell Building.

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Mr. Tolson

October 4, 1961

The Executives Conference

CIVIL RIGHTS SCHOOL
SUGGESTION #123-62 SUBMITTED BY
SAC CURTIS O. LYNUM, DALLAS OFFICE

The Executives Conference of 10/4/61 consisting of Messrs. Belmont, Mohr, Callahan, Conrad, Rosen, Tavel, Trotter, Clayton, Ingram, J. A. Sizoo, C. H. Stanley, R. E. Wick, and H. L. Edwards, considered a suggestion submitted by SAC Lynam of Dallas which arose out of his attendance at one of the Civil Rights Refresher Courses. Mr. Lynam's suggestion consisted of four parts as follows: (1) that twice each year at firearms training, all Agents receive 15 minutes' training in the basic maneuvers taught at the Civil Rights Refresher School at the Seat of Government. These basic maneuvers are of the military and police type used in controlling crowds, riots, and unlawful assemblies. Examples are the wedge formation used to drive into a crowd, the echelon formation used to turn a crowd, and the line formation used to restrain a crowd; (2) that a diagrammatic chart of five or ten of the basic marching and squad maneuvers with appropriate instructions be given to all Agents; (3) that a squad leader be designated for each 25 Agents in each office. He should be familiar with instructions, nomenclature, and squad movements in order to teach them at the firearms sessions; and (4) that Agents should not be assigned to any specific squad leader but should be assigned at the time of any emergency. This increases the flexibility and adaptability of Agents wherever assigned.

SAC Lynam felt that such a program would provide all Agents with a basic knowledge of riot control measures and a modicum of working experience in them. It would provide a nucleus of trained squad leaders who would be available in each office at a moment's notice to cope with existing emergencies. He recommended this as a Buplans item since he felt the value of this training transcends the field of civil rights matters.

The Conference was unanimously opposed for a number of reasons, including the following:

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1. Four specialized schools of 50 men each have already been approved to receive the complete course of crowd control and mob violence training which goes considerably beyond the mere basic maneuvers referred

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1 - Mr. Malone

1 - Mr. Clayton

SENT DIRECTOR
1034-6

Memo for Mr. Tolson
Re: Civil Rights School

to by Lynam. It is felt this constitutes an adequate percentage of the Agent personnel.

2. Giving this training to all Agents in the field as Lynam suggests would impart only a smattering of what they would need to know to handle crowds and might create the mistaken supposition that they would be properly equipped to handle mob action based on such limited training. Further, in the event of an emergency, the nucleus of fully trained 200 Agents, geographically assigned throughout the country as they are, would be able to impart all essential training necessary for any of the nonspecialized trained Agents to carry out assignments.

3. Giving this training at field firearms training sessions as suggested would increase the risk of undesirable publicity and possible public misinterpretation as to the Bureau's responsibilities in this area. In fact, it might mislead the public into feeling that the Bureau assumes or at least is ready to take on mob control responsibilities (which we do not want) and might invite situations where we would be called upon to undertake such tasks.

4. Training one squad leader for each 25 Agents would involve considerable manpower who would be responsible for becoming skilled in instructing and handling a group of Agents in this phase. We will already have trained 200 such Agents at the specialized Seat of Government schools and it is felt this is adequate at present.

5. Furnishing diagrammatic charts of the basic maneuvers to all Agents is unnecessary and undesirable because those 200 men who will have attended the school already are supplied with this information and to disseminate such material beyond that point would not be good.

6. With respect to Lynam's additional observation that this field program, if approved, be included as a part of Buplans, the observation was made, particularly by Domestic Intelligence Division, that it is not properly a part of Buplans.

DIRECTOR
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THE EXECUTIVES CONFERENCE

March 13, 1962

DEADLINE FOR

Mr. Tolson advised the conference that he had noted some delays in handling correspondence. He specifically mentioned several items which were received in the Bureau Wednesday afternoon, March 7, that did not go out of the Bureau until Monday, March 12. Current Bureau rule requires that correspondence be handled within two work days after receipt in the Division. In the cases cited by Mr. Tolson, the two work days were up on the afternoon of Friday, March 9. However, in view of mail deadlines in the various offices, the mail was dated for March 12, although actually completed on March 9.

Mr. Tolson recommended that replies to correspondence be completed the day following its receipt in the respective Divisions. This would slightly reduce the current deadline. Mail received in the Division at beginning of the work day and completed the next work day would still allow two days to complete. However, mail received in the late afternoon would still have to be completed the next day, thus cutting the deadline to one day. Under this procedure much of the mail being held over the weekend could be dispatched on Friday, thus saving several days' time.

Mr. DeLoach felt this was completely impractical and might not be physically possible for his Division to handle the heavy volume of mail under the proposed new deadline. After some research on the matter, Mr. DeLoach submitted the following to support his stand:

1. On 3/5/62 we received 548 incoming communications. This is typical. Each piece must be read to determine action to be taken. Many require dictated replies. Much of this mail is handwritten requiring True Copies to accompany replies. Some is "mental" mail, extremely long and must be read through many pages because of potential threats of harm or suicide.

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2. Incoming special mail must be read by Supervisor to determine deadlines or other factors, then assigned for handling. Mail must be checked through indices and other sections, taking time. We share file checks with

*unless the mail requires extensive file reviews or other extensive research. In these cases a short note of explanation is to accompany the acknowledgment of the mail.

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Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
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Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

ERC:DSS

MAIL ROOM

TELETYPE UNIT

rest of Bureau. To make every letter a special would place unfair burden on Files and Communications Division. Frequently files must be placed on locate, or certain personnel are unavailable. 75 to 80 per cent of mail must be checked through Bufiles. Frequently we have to route to other sections correspondence initially routed to us which should be handled by them.

3. Our stenographic personnel are least experienced in Bureau scale - GS-4 level. They make errors, normal at their level, and work has to be retyped on occasion. They also succumb to pressures experienced personnel could take in stride. New proposed deadline will only increase pressures and also increase censurable errors. This will reduce morale.

4. We will need more personnel and space to do in half the time the job we are pressed to do now. 2-day deadline has taxed us to fullest, in space and personnel. All personnel handle correspondence matters now and with new proposed deadline we would be unable to give preference to Director's specials, Congressional mail and special correspondents.

I don't agree with this
5. We have in past remained beyond working hours as a Section often at nights and over weekends to get mail out; this results in clerical compensatory leave and only adds to administrative burdens. New proposed deadline would tremendously increase this.

The majority of the conference, consisting of Messrs. Belmont, Mohr, Callahan, Conrad, DeLoach, Malone, Sullivan, Tavel and Trotter, were against adopting a more strenuous deadline, feeling it would be impracticable.

Messrs. Tolson, Evans, Rosen and Clayton recommend the proposed new deadline be adopted on a trial basis for 60 days, to see if it is desirable and workable. Short note of explanation to explain any missed deadline.

Depending upon the Director's views, the appropriate action will be taken.

I concur
JH

Respectfully,
For the Conference,

Clyde Tolson

1 - Mr. Malone
1 - Mr. Clayton

UNITED STATES GOV

Memorandum

TO : Mr. Tolson

DATE: October 4, 1961

FROM : The Executives Conference.

SUBJECT: CIVIL RIGHTS SCHOOL
SUGGESTION #123-62 SUBMITTED BY
SAC CURTIS O. LYNUM, DALLAS OFFICE

Tolson ☒
Belmont ☒
Mohr ☒
Callahan ☒
Conrad ☒
DeLoach ☒
Evans ☒
Malone ☒
Rosen ☒
Sullivan ☒
Tavel ☒
Trotter ☒
Tele. Room ☒
Ingram ☒
Gandy ☒

The Executives Conference of 10/4/61 consisting of Messrs. Belmont, Mohr, Callahan, Conrad, Rosen, Tavel, Trotter, Clayton, Ingram, J.A. Sizoo, C. H. Stanley, R. E. Wick, and H. L. Edwards, considered a suggestion submitted by SAC Lynum of Dallas which arose out of his attendance at one of the Civil Rights Refresher Courses. Mr. Lynum's suggestion consisted of four parts as follows: (1) that twice each year at firearms training, all Agents receive 15 minutes' training in the basic maneuvers taught at the Civil Rights Refresher School at the Seat of Government. These basic maneuvers are of the military and police type used in controlling crowds, riots, and unlawful assemblies. Examples are the wedge formation used to drive into a crowd, the echelon formation used to turn a crowd, and the line formation used to restrain a crowd; (2) that a diagrammatic chart of five or ten of the basic marching and squad maneuvers with appropriate instructions be given to all Agents; (3) that a squad leader be designated for each 25 Agents in each office. He should be familiar with instructions, nomenclature, and squad movements in order to teach them at the firearms sessions; and (4) that Agents should not be assigned to any specific squad leader but should be assigned at the time of any emergency. This increases the flexibility and adaptability of Agents wherever assigned.

SAC Lynum felt that such a program would provide all Agents with a basic knowledge of riot control measures and a modicum of working experience in them. It would provide a nucleus of trained squad leaders who would be available in each office at a moment's notice to cope with existing emergencies. He recommended this as a Buplans item since he felt the value of this training transcends the field of civil rights matters.

The Conference was unanimously opposed for a number of reasons, including the following:

1. Four specialized schools of 50 men each have already been approved to receive the complete course of crowd control and mob violence training which goes considerably beyond the mere basic maneuvers referred

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1 - Mr. Malone
1 - Mr. Clayton
1 - Mr. Reilly

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Memo for Mr. Tolson
Re: Civil Rights School

to by Lynum. It is felt this constitutes an adequate percentage of the Agent personnel.

2. Giving this training to all Agents in the field as Lynum suggests would impart only a smattering of what they would need to know to handle crowds and might create the mistaken supposition that they would be properly equipped to handle mob action based on such limited training. Further, in the event of an emergency, the nucleus of fully trained 200 Agents, geographically assigned throughout the country as they are, would be able to impart all essential training necessary for any of the nonspecialized trained Agents to carry out assignments.

3. Giving this training at field firearms training sessions as suggested would increase the risk of undesirable publicity and possible public misinterpretation as to the Bureau's responsibilities in this area. In fact, it might mislead the public into feeling that the Bureau assumes or at least is ready to take on mob control responsibilities (which we do not want) and might invite situations where we would be called upon to undertake such tasks.

4. Training one squad leader for each 25 Agents would involve considerable manpower who would be responsible for becoming skilled in instructing and handling a group of Agents in this phase. We will already have trained 200 such Agents at the specialized Seat of Government schools and it is felt this is adequate at present.

5. Furnishing diagrammatic charts of the basic maneuvers to all Agents is unnecessary and undesirable because those 200 men who will have attended the school already are supplied with this information and to disseminate such material beyond that point would not be good.

6. With respect to Lynum's additional observation that this field program, if approved, be included as a part of Buplans, the observation was made, particularly by Domestic Intelligence Division, that it is not properly a part of Buplans.

Memo for Mr. Tolson
Re: Civil Rights School

RECOMMENDATION:

That the unanimous view of the Executives Conference in opposition to Lynam's suggestion be approved. If this is approved, no further action is necessary, SAC Lynam having already been thanked for submitting this suggestion.

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MR. TOLSON

April 10, 1962

THE EXECUTIVES CONFERENCE

DAILY REPORTS

The Executives Conference of April 5, 1962, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Rosen, Sullivan, Tavel, Trotter, Clayton, Stanley and Malone, considered the matter of daily reports to determine whether or not their use by Agents assigned to headquarters city is warranted.

The introduction of daily reports will mean that approximately 4,000 Agents who did not previously prepare this form will now be required to do so. This will mean the annual preparation of over a million additional pieces of paper, which will impose heavier demands on clerical time to handle and file. During the Detroit inspection a time study reflected that an average of 10 minutes was required to fill out a daily report. This would mean the equivalent of a loss of approximately 85 Agents per day solely for the purpose of filling out the daily report.

During the Detroit Office inspection the SAC, ASAC, and 7 supervisory Agents were interviewed in regard to whether or not daily reports should be reinstituted. They all felt that in order to properly supervise an Agent's work, a daily report is necessary. They maintain that the #3 (Locator) Card, as a record of an Agent's work performance for a given day, is at best a poor substitute for a daily report. The #3 (Locator) Card is primarily intended as a locator record. It designates what an Agent plans to do during a day. The daily report records what the Agent has actually done. When an Inspector comes into a field office it is much easier to check on an Agent's work by comparing an investigative file with a daily report rather than by comparing it with a #3 (Locator) Card. With the daily reports there is a good, solid basis for checking the Agent's performance.

Under present policy an Agent's voluntary overtime, time in the office, and time spent developing criminal and security informants are needed on his #3 (Locator) Cards. A suggestion was made by one SAC that this information now be recorded on the daily report. It was unanimously approved by the Executives Conference that the field continue to record these items on the #3 (Locator) Cards as at present.

Under present procedures the #3 (Locator) Cards are destroyed in the Resident Agencies at the end of each day because of the existence of daily reports. Now that daily reports are being used by Special Agents at headquarters cities, it is suggested by an SAC that #3 (Locator) Cards be used only for locating purposes and that they be destroyed at the end of the day. The Executives Conference felt

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Mr. Malone
Mr. Clayton

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EX-122

Executives Conference Memorandum
Re: Daily Reports

that because the Agents sign in and out of the office during the day on the #3 (Locator) Card (except when they arrive in the morning and go home at night, when they use the #1 Register); because the SAC, ASAC, ^{and} supervisors will not be making out daily reports, and because Agents' movements at nights, weekends, and on holidays are recorded on the #3 (Locator) Cards, they should not be destroyed at the end of the day, but should be maintained for a period of three years as at present.

Another SAC suggested that when a Special Agent is assigned to a surveillance and a log of such surveillance is maintained as a permanent record in a case file, reference be made on the daily report to the log and case file number in lieu of repeating the activities recorded therein on the daily report. Executives Conference unanimously approved procedure.

The Executives Conference unanimously recommended that the daily reports of headquarters city Agents be retained only from one inspection to the next and that they be destroyed within 6 months after the second inspection. This rule of destruction, however, cannot be applied to the daily reports of Resident Agents because in Resident Agencies, the daily reports serve as the sign-in and sign-out record of the Agent. The #1 Register, which is the sign-in and sign-out form used at headquarters city, is not utilized in Resident Agencies. The General Accounting Office requires that attendance records (which in the case of Resident Agencies would be the daily report) be maintained for a period of three years.

The Executives Conference was unanimously in favor of the use of daily reports by all Special Agents in the field.

The necessary manual changes will be made upon approval of this memorandum.

Suggestions from field offices concerning this matter are being handled by separate memoranda.

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Mr. Tolson

April 6, 1962

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The Executives Conference

The Executives Conference of April 5, 1962, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Clayton, Belmont, Malone, Conrad, Rosen, Sullivan, DeLoach, Stanley for Evans, and Callahan considered the recent SAC Letter requiring keys to Bureau space being turned in by all Bureau personnel.

The Conference was informed that to date 16 offices had written in raising questions as to possible exceptions that might be considered and pointing out problems being encountered as a result of this restriction on the issuance of keys. All requested exceptions to this SAC Letter for resident agents. Several requested exceptions which would permit the issuance of keys to SAC's, ASAC's, and supervisory employees in order that they could make unannounced spot checks of the midnight shift personnel and carry out prescribed duties and further make it possible for them to have admittance to the office in the event of an emergency. The majority of these offices also requested authorization for the establishment of odd-hour shifts of clerical personnel starting as early as 7:00 a. m. in the morning in order that access to the space could be had by agents reporting for duty prior to the usual starting time of 8:15 a. m.; it being pointed out that these offices had but one midnight clerical employee on duty who often is engaged in answering the telephone, receiving teletype messages, or being otherwise engaged in a remote area of the office from an entrance. The establishment of the proposed odd-hour shift would permit him to attend to these details and have someone available to permit admittance to the office by personnel arriving prior to the regular starting time. These odd-hour shifts were also requested beyond the regular closing time of 5:00 p. m. for the same reason set forth. *th*

A few of the offices indicated their desire to have certain structural changes and electronic buzzer systems installed in an effort to cope with the problems presented.

Mr. Tolson recommended and the Conference unanimously agreed that the Bureau amend the instructions contained in SAC Letter 62-15 to permit SAC's and division heads at the Seat of Government to issue keys to personnel who

1 - Mr. Malone

1 - Mr. Clayton

NPC:cah

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Enclosure

Executives Conference Memorandum

necessarily should have them in order to efficiently and economically carry out the Bureau's responsibilities. He further proposed that the issuance of keys to clerical personnel be held to an absolute minimum, such as the Chief Clerk, Assistant Chief Clerk, SAC's secretary, and principal or supervising stenographers. It was further proposed that the SAC's and division heads advise the Bureau of the agent personnel to whom keys were being issued identifying them such as the SAC, ASAC, supervisors and those special agents including resident agents whom the SAC feels it is essential that they have a key to the office space issued to them. The Administrative Division will question those offices where it appears the SAC has not carried out the intent of this revision in the letters submitted identifying to whom keys were issued. There are to be no marks of any kind identifying keys issued as being keys to FBI space.

RECOMMENDATION:

That the attached SAC Letter go forward implementing the above unanimous conference recommendation.

*I Am approving it but it
again opens the flood gates &
certainly weakens our over all
security.*

THE DIRECTOR

April 30, 1962

THE EXECUTIVES CONFERENCE

MAJOR [REDACTED]
FBI NATIONAL ACADEMY APPLICANT

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By letter 4/19/62, Mr. Adlai E. Stevenson, U. S. Representative to the United Nations, wrote the Director that Victor von Hagen, well-known writer about Latin America, had written him about the desire of [REDACTED] (probably [REDACTED] a senior [REDACTED] police officer, to attend the FBI National Academy. Stevenson stated that [REDACTED] was responsible for Stevenson's safety when he last visited [REDACTED]. He said that while he did not know the precedence regarding the training of foreign police officers, he felt sure that this "conscientious and responsible officer" would benefit from a study of the FBI and its methods. Stevenson added that if there were no precedents perhaps this is a program which would merit exploration. He said he would be grateful for anything the Director could do appropriately to assist [REDACTED] who Stevenson says speaks English fluently and is an admirer of America and its ways. The Director noted "Give consideration."

Up to this time, we have not had any police officers from South America attend the Academy although we have had a limited number of representatives from other foreign countries.

The Executives Conference of April 30, 1962, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Evans, Rosen, Tavel, Trotter, Sizoo for Sullivan, Clayton and Malone considered Mr. Stevenson's request.

Mr. Belmont felt that Mr. Stevenson should be advised that we are unable to give his request favorable consideration because of the limited facilities in our FBI National Academy. He felt that we should point out to Mr. Stevenson that there is presently under consideration an Inter-American Police Academy, the purpose of which is to provide intensive institutional training for Latin American police officers in maintaining internal security. Mr. Belmont also indicated he felt it could conceivably place the country in an embarrassing position diplomatically if we indicated an interest in accepting [REDACTED] as a candidate for National Academy and then had to turn him down because he did not meet our basic standards of weight, experience, and education.

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JFM:wmj)(4)
1 - Mr. Malone
1 - Mr. Clayton

60 MAY 15 1962

EX-105 REC-24

66-2554-1277
MAY 10 1962

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Executives Conference Memorandum

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Mr. Sizoo felt that to take a candidate from South America would be to open the floodgates and it would be much more difficult to refuse acceptance of candidates from these countries later on. He pointed out that because of the instability of governments in South American countries we may accept [] and later find out that because of a change in government he has become an insurgent or a Communist, and under the circumstances it would not be good to have it said that he was a member of the FBI National Academy.

Mr. DeLoach felt that we should at least look into the eligibility of [] as a candidate for National Academy. He pointed out that here we have a request from a ranking Government official which, if turned down, could place the Bureau in a position of being uncooperative in the field of police training. If [] should be accepted we would be in a better position to say that we have made some contribution to the training of Latin American officers. As far as future candidates are concerned, we can continue to refuse as at present because of the demands of American law enforcement.

Mention was made of the fact that Adlai Stevenson is on the Bureau's restricted list because of his uncooperative attitude when the Bureau attempted to interview him in December, 1960, in a special inquiry matter regarding []

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7 / The majority of the conference, consisting of Messrs. Mohr, Callahan, DeLoach, Evans, Tavel, Trotter and Malone were in favor of favorably considering Mr. Stevenson's request.

6 / The minority of the conference, consisting of Messrs. Tolson, Belmont, Conrad, Rosen, Sizoo, and Clayton, were against considering Mr. Stevenson's request.

Depending on the Director's views, appropriate action will be taken.

Director's Notation:

*I share this view
in that an Inter-
Amer. Police Academy
is under consideration*

H.

Respectfully,
For the Conference

Clyde Tolson

MR. TOLSON

5-9-62

16
The Executives Conference

The Executives Conference, consisting of Messrs, Tolson, Mohr, Trotter, Tavel, Clayton, Malone, Sizoo for Sullivan, Evans, Malley for Rosen, Conrad, Wick for DeLoach, and Callahan, considered the suggestion submitted by clerical employee [] of the Files and Communications Division that the present policy on 20-year and over ~~anniversaries~~ be changed.

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Mr. [] felt that a small token of gratitude permitted to be given by fellow employees at a 30-minute social gathering on the day of the anniversary would tend to raise the morale of the employees and create interest within the division where the person is assigned. He further indicated he felt it would provide for deeper meaning and appreciation if an anniversary were shared with friends and that employees deserve 30 minutes of one day to be commended by friends when they have 20 or more years of devoted service.

The previous policy permitting receptions and gifts on anniversaries was discontinued by SAC Letter No. 62-19 dated 3-26-62 on the basis of a suggestion of another employee of the same division who felt that such a celebration and gifts should be restricted to occasions of retirement after 20 years or more service.

The conference, in considering the proposal of Mr. [] noted that during the current calendar year at the Seat of Government, including Washington Field Office, there was a total of approximately 250 anniversaries falling in the 20-year and above group. While it was recognized that there was some merit to the morale factor of permitting gifts and having a small reception, it was observed by the conference that this was far outweighed by the burden that collections would put on certain small sections where these anniversaries would occur and could impose a financial imposition on the employees of such sections where a large number of employees were coming due for their anniversaries. The conference, in addition, considered the large amount of time that would be forfeited from the heavy work loads that all divisions are encountering by the resumption of extended receptions. The conference, therefore, unanimously recommended that there be no change in the policy as it now exists.

EX-114

REC- 57

66-2554-12774

MAY 16 1962

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Should the Director concur, there is attached an appropriate acknowledgment to Mr. [] of his suggestion.

Tolson _____
Belmont _____
Mohr _____
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Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Enclosure

1 - Mr. Clayton

1 - Mr. Malone

NPC:jlh

TELETYPE UNIT ☐

52 MAY 17 1962

RA
The Director

June 7, 1962

The Executives Conference

~~INTERNATIONAL POLICE ACADEMY~~

The Executives Conference of 6/7/62, consisting of Messrs. Tolson, Belmont, Mohr, Trotter, Malone, Callahan, Short, Sullivan, Rosen, Conrad, DeLoach, Evans, Clayton and Edwards, considered the desirability of the FBI indicating a willingness to take over the management and operation of a U. S. located International Police Academy should White House approval for such an institution be forthcoming from the current committee studies of the International Police Assistance Program. The conference is aware of the active Presidential interest in seeking improvement and strengthening in the equipment and training of police forces especially in underdeveloped and newly emerging nations, to help them maintain order without excessive use of violence. This emphasis has intensified because of the communist strategy of fomenting guerrilla tactics and civil disturbances in these nations, thus taking advantage of economic, political and social unrest. The White House also feels the key to strengthening the stability of these countries for aiding their long range development is through training and equipping the civil police forces and helping them acquire better public acceptance. The White House set up an Interdepartmental Committee on Police Training headed by Alexis Johnson, Deputy Under Secretary of State which in turn set up a Technical Subcommittee to examine weaknesses in the police program to date. This Subcommittee has a CIA representative as Chairman, a Department of Defense representative from the Provost Marshal's Division of Army, an Agency for International Development (AID) representative and Edwards as FBI representative. This entire Police Assistance Program is currently under the coordination and management of AID, is extremely complex and extensive with many ramifications other than training. However, the training aspect for purposes of the issue being considered by the Executives Conference can be looked at separately.

Training of foreign police is of four types: (1) training in the host country by U. S. experts hired and sent there by AID as a Public Safety Mission; (2) training in third country facilities, some with but most without U. S. participation; (3) training in a regional, foreign-located U. S. academy which at present consists only of the experimental Inter-American Police Academy for Latin American police scheduled to begin 7/2/62 in the Panama Canal Zone; and (4) training in the U. S. by bringing foreign participants here.

Tolson
Belmont
Mohr
Callahan
Conrad
DeLoach
Evans
Malone
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Holmes
Gandy

1 - Mr. Clayton

1 - Mr. Malone

HLE:hcv

JUN 11 1962

TELETYPE UNIT ☐

REC-10

66-2554-12775

10 JUN 8 1962

EX-115

Executives Conference Memorandum
Re: International Police Academy

Training of foreign participants in the U. S. has been a major part of the program. The number approximates 360 per year and has consisted of training from one to twelve months or more. (This number will probably decrease to about 200-250 a year or less with better screening and in view of the Panama Academy taking some of the load.) Most of this has been delegated by AID to IACP under contract. IACP has done no training to date, but gives the participants orientation, programs the training, and farms it out to hundreds of municipal, state and Federal agencies, colleges and universities. IACP has received about \$275,000 a year for its services solely supporting a 29-man team training division. The municipal, state and Federal agencies participate without reimbursement. Colleges and universities receive some reimbursement from AID. All recognize and admit numerous weaknesses in handling this training to date. Results have not been commensurate with costs. AID wants to retrieve control but lacks the staff to handle the programming and although AID has ample funds, the personnel ceiling placed on the police assistance staff has been tight and low. All parties recognize an urgent need for more institutionalized training in the U. S. IACP wants to negotiate a new contract to set up an International Police College which would be bad because IACP is a non-government group and any program so tied in with internal security and U. S. foreign policy should be government-directed. Thus, there is a definite need for a U. S. -located, managed and operated International Police Academy to provide needed training along police and internal security lines, supplemented by "on-the-job" practical training and observation, and utilizing guest instructors from logical parts of the government in addition to a permanent expert staff.

While the bulk of U. S. foreign police training should be given in the host country or in regional academies such as the Panama experiment, (which will probably be extended if successful) there will always be a number of foreign police who for one reason or another will desire training in the U. S. and there will always be some the U. S. will want to bring here for training and furthering our interests.

Therefore, if the Johnson Committee approves the findings and recommendations of the Technical Subcommittee and so recommends to the White House, it seems inevitable that such an International Police Academy will be approved. Immediately, the question will arise as to who should manage and operate it. The FBI, with its world-wide reputation for police training leadership will undoubtedly seem the logical place and considering the obvious interest of the President and the Attorney General and their confidence in the FBI, the Bureau will be asked (or conceivably required) to undertake this. Realizing the increasing evidence of "power grabs" and empire building proclivities of IACP and the obvious competitive self-interest of such groups as CIA, AID and Defense, and even Treasury with its extensive training program and international interest in narcotics and INTERPOL, it is not hard to visualize a scramble to seize the lead in the important police training field. Whether the Bureau wants any part of this is the problem; and a corollary

This I doubt. There is too much jealousy upon part 2 of other agencies to ever give us the opportunity to say "yes or no"

Executives Conference Memorandum
Re: International Police Academy

and very real consideration is whether the FBI would risk losing its domestic police training leadership and pre-eminence in the internal security field by permitting someone else to answer this urgent need.

There would admittedly be many headaches. Language would be a constant problem. A sizable staff would be required including the necessity for extensive research into foreign police systems and we would definitely require instructors with intimate knowledge of law enforcement and foreign culture to avoid embarrassing incidents or have the training fall flat. A broad and specially tailored curriculum would be needed with greater emphasis on counter-subversion, counter-insurgency and U. S. internal security objectives. Many specialized courses would be in demand.

The majority of the conference, consisting of Messrs. Tolson, Belmont, Mohr, Trotter, Callahan, Short, Sullivan, Rosen, Conrad, Evans and Clayton, opposed the FBI taking over the management and direction of an International Police Academy but felt that should such a U. S.-located, managed and operated academy be set up, the FBI should cooperate by supplying guest instructors on request in those fields where we are expert. In taking this view, they felt there are too many headaches and dangers to our getting into this program to a greater extent. The Director would have to justify funds each year before the Appropriations Committees. Language would be a constant problem. There would be danger of personal misconduct incidents on the part of the foreign participants while here. There are problems in the variety of trainees based on disparities in their experience, law enforcement systems, foreign cultures, political and economic background, all making it difficult to lump these trainees together to accomplish results. Many would still want to come here for "travel junkets." There would be screening problems in the selection of trainees. The Bureau is basically and traditionally in the domestic police training field and would not get sufficient benefits out of extending itself into the foreign field.

The minority of the conference, consisting of Messrs. DeLoach, Malone and Edwards, felt that the Bureau should definitely consider undertaking the management and operation of an International Police Academy, and to handle it by creating an additional third and separate session of the present National Academy type, thus having three sessions rather than two per year. The minority recognized the headaches and undesirable aspects of this matter, but felt that with the current trend as it is and considering the serious risk to the Bureau of losing its police training leadership if it turned its back to this matter, the long range interests of the Bureau definitely make it more advantageous for the Bureau to face the obvious hurdles, overcome them, and undertake this serious challenge. It is recognized the Director has approved a partial entry into this program by taking a limited number of men in each domestic National Academy session. We will be in a much better position to

Executives Conference Memorandum
Re: International Police Academy

evaluate some of the problems after the forthcoming 70th session begins on 8/13/62 because it will contain a small number of foreign participants. However, this obviously will not answer the total need for an International Academy and undoubtedly will not be considered by the White House as an adequate substitute. Hence, the minority feels we should be prepared by a willingness to establish a separate international session as recommended.

RECOMMENDATION:

That the Director indicate his desires so that the Bureau can be guided accordingly.

Respectfully,
For the Conference

✓
Clyde Tolson

I think that we are theorizing. No one is going to allow I.B.O. to run such a project even if unwanted to so that respect is academic. Even though the A.G. wanted us in the school in Panama & we agreed we have practically been squeezed out & Santorana's limited to only a few hours instruction. So consequently I would want to take a very hard look as to any further participation in the Panama matters they use I.B.O. name ignore us in assignments & select Law enforcement personnel to advise & teach who are a disgrace to Law enforcement.

MR. TOLSON

May 15, 1962

THE EXECUTIVES CONFERENCE

INTERNATIONAL POLICE TRAINING

The Executives Conference of 5/15/62, consisting of Messrs. Tolson, Mohr, Belmont, Trotter, Callahan, Tavel, Sullivan, Rosen, Conrad, Wick, Stanley, Clayton, and Edwards, considered the Bureau's participation in international police training. The Conference was given the background of the studies currently being made (details have previously been reported in memoranda) and particularly told that the International Association of Chiefs of Police (IACP) is currently trying to negotiate a new contract with the Agency for International Development (AID) to permit IACP to establish an International Police College.

The Executives Conference agreed it would be most undesirable for IACP to set up an International Police College, but unless there is a satisfactory substitute which appears inevitable. Consequently, certain proposals were considered as follows:

(1) That the Bureau expand the National Academy to include carefully selected foreign police officers. At the start we propose restricting the number to 5 to 10, to be hand-picked by our Legal Attaches. If the experiment succeeds we propose taking up to 20 in each Session thereafter, all to be carefully selected, English speaking foreign officers. Most of them would be candidates the Legal Attaches should personally screen and recommend, but a few would probably be from underdeveloped, newly emerging countries where we would work closely with the AID public safety man on the scene. There would be no relaxation of current quality standards for National Academy selection.

All officers brought in should be coordinated through the AID program so as to cooperate with the President's objectives and qualify for AID funds available. (i. e. funds to reimburse us for any manpower or equipment expenses; and AID funds to subsidize the trainees' expenses, including travel.) We propose including these foreign officers in the National Academy class so they can benefit from daily association and living with American officers. The curriculum would have to be tailored to include such special training as needed to meet their peculiar needs and contribute to the overall objective of the President's program. EX 100 REC-20 66-2554-12776

This proposal, when worked up to 20 men per Session, would mean 40 a year on the basis of two National Academy Sessions. It would be a definite start toward a United States International Police Academy under FBI control. It probably wouldn't account for all foreign police officers desiring to come here for training (current figure is 300 to 400 a year), but it certainly should "pull the rug from under" any need for IACP setting up an International Police College.

1 - Mr. Malone JUN 14 1962

1 - Mr. Clayton

HLE:wuj (6)

JUN 11 1962

Executives Conference Memorandum
Re: International Police Training

(2) The second proposal (in addition to rather than in lieu of No. 1): That in meetings with the special subcommittee Edwards state the Bureau is considering taking a limited number of selected foreign police officers in the National Academy, hence the IACP concept of International Police College is unnecessary and undesirable. Further, that the Bureau's position from a long-range viewpoint is that the most effective method of handling foreign police training is by conducting the training in the foreign country itself or through area schools such as the Inter-American Police Academy experiment in Panama. This seems much more practical and economical than bringing foreign police officers in great numbers to the United States although, undoubtedly, there will always be a certain number who want the prestige of coming here. The Panama experiment is the first of its kind as a United States area academy and it will probably be some time before the feasibility of extending this academy idea into other world areas can be evaluated.

(3) The third proposal: That Assistant Director Malone (who handles liaison with IACP as a member of its Executive Committee) tell IACP the Director has approved Bureau participation in the foreign training field to a certain degree; that this action makes unnecessary and undesirable establishing any International Police College which might be at cross purposes with action contemplated by the Director. Also, he should tell IACP in view of the Bureau's firmly established position in the field of domestic police training, any training envisioned by IACP should not duplicate the Bureau's role. IACP should be told the Bureau's program is flexible, subject to change to meet timely problems and needs, so as to forestall Tamm, who is completely familiar with Bureau policy limitations, from contending IACP is in an area of domestic training which the Bureau is not in. (Mr. Malone met with the Executive Committee of IACP 5/15/62. Chief Schrotel in giving the IACP Training Committee Report, mentioned the International Police College proposal. Malone, without going into the specifics in regard to the National Academy, pointed out that there is an Inter-American Police Academy starting at the Panama Canal Zone on July 2, and it would appear undesirable to set up another one to confuse the whole picture at this time. Details of Executive Committee meeting being separately submitted. The Board of Officers voted not to establish an International Police Academy in name at this time and that any future consideration in this regard should be coordinated with the FBI. However, the IACP did indicate that if AID approved the pending proposal for a new contract, IACP planned to begin some sort of institutionalized training regardless of what it was called.)

RECOMMENDATION:

That the Director approve the three proposals enumerated herein which were unanimously agreed to by the Executives Conference.

I think No. 1 is OK. Let us get this over to AFD as per flash in 1st line of No. 2. I would not make mention of the rest of No. 2. I also approve No. 3 after clearance on No. 1. H.

MR. TOLSON

April 5, 1962

106
THE EXECUTIVES CONFERENCE

AGENTS WORKING TOGETHER

The Executives Conference of April 5, 1962, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Rosen, Sullivan, Tavel, Trotter, Clayton, Stanley and Malone, considered the existing Bureau policy in regard to Agents working together for the purpose of determining whether or not any changes were necessary.

Set forth below are manual regulations in regard to this subject:

Manual of Rules and Regulations, Part I, Section 1, page 4:

"Employees should not conduct joint investigations with other Bureau personnel without official permission; such permission may be granted by the pertinent supervisor or in a resident agency by the senior resident Agent. When employees in resident agencies are granted such permission, they should show the joint investigation in their daily reports. Approval of the daily reports by the senior resident Agent shall serve as notice to the field supervisor that such authority was granted by him for two or more Agents to work together."

There are a number of situations in which present manual instructions specifically require two or more Agents to handle as follows:

1. Election Law investigations. Manual of Instructions, Volume II, Section 35, page 6, requires "two Special Agents should be present during all pertinent interviews."

2. Civil Rights investigations. Manual of Instructions, Volume II, Section 27, page 7, requires "two Agents should be present at all pertinent interviews."

JFM:wmj (5)

1 - Mr. Malone

1 - Mr. Clayton

REC-49

66-2554-12777
9 JUN 1962

EX-115

172
54 JUN 27 1962

ORIGINAL FILED IN 66-6200-1086

Executives Conference Memorandum
Re: Agents Working Together

3. Security investigations. In connection with interviews of Security subjects, Manual of Instructions, Volume III, Section 87, page 40, requires "interviews must be conducted by two Special Agents."

4. Security investigations. In connection with interviews of labor union officials and union members, Manual of Instructions, Volume III, Section 87, page 102, requires "...they should be handled in every instance by two mature experienced Agents..."

5. Potential Security Informants. In connection with interviews of potential female security informants, Manual of Instructions, Volume IV, Section 187, page 5, requires, "Do not interview female potentials in their homes or apartments unless necessary and all such interviews in their residences should be conducted by two Agents..."

6. Racial Matters. Manual of Instructions, Volume IV, Section 122, page 3, requires "two Agents should be present when an organization official is interviewed and, if possible, two Agents should be present at interviews with organization members."

7. White Slave Traffic Act cases. In connection with interviews with victims, female informants or other women involved in alleged law violations, Manual of Instructions, Volume IV, Section 100, page 5, requires "Where such interviews are to be conducted in hotel rooms or other places out of the presence of witnesses, every effort should be made to have present a second Bureau employee."

8. Nation of Islam investigations. Manual of Rules and Regulations, Part II, Section 8, page 6, requires "two Agents should be physically present during any interview or contact with known or suspected Nation of Islam members in all types of Bureau cases."

In addition to the foregoing, there are numerous other situations although not specifically spelled out in the Manuals which often of necessity require the presence of more than one Agent such as in the conduct of surveillances, polygraph examinations, raids, bank robbery investigations, apprehensions and transportation of fugitives, etc.

The basic rule requiring supervisory approval before Agents work together as cited above is sound. In connection with the inspection of the New York Office in 1958, it was discovered that Special Agents [redacted] and

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Executives Conference Memorandum
Re: Agents Working Together

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[redacted] jointly covered elementary applicant case leads and in checking into the matter it was determined that these Agents were not working at maximum efficiency. As a result they were censured, placed on probation and transferred. In addition their supervisor was censured, placed on probation and removed from supervisory assignment. This one example is evidence of the need for our basic rule in this regard.

Normally, when two Agents work together they are assigned to the same squad; however, there are instances in which Agents from different squads might work jointly. Our present regulations should be amended to require that under such circumstances approval of both supervisors be obtained before the Agents work jointly.

Present regulations require that resident Agents indicate on their daily reports when they conduct investigation with another Agent. Now that all Agents are submitting daily reports, regulations should be amended to require that headquarters city as well as resident Agents indicate on their daily reports when they work jointly on an investigation with another Agent.

1. The Executives Conference unanimously recommended that present regulations be amended to require approval of both supervisors when Agents from different squads work together.

2. That present regulations be amended to require that all headquarters city and Resident Agents indicate in their daily reports when they are jointly working an investigation with another Agent, the name of the Agent and the file number.

3. Appropriate manual changes will be made.

OK.
pk.

Mr. Tolson

6/8/62

The Executives Conference

TRANSMISSION OF MATERIAL TO
DEPARTMENT RECORDS OFFICE

The attached matter concerning the transmission of material to the Division of Records of the Department was discussed at the Executives Conference on 6/7/62.

Specific reference was made to the memorandum of the Director, dated 9/29/42, to Ugo Carusi, the then Executive Assistant to the Attorney General.

It is noted that it is clearly pointed out that unless some special circumstance is involved, all reports and other data furnished to the Department by this Bureau will be sent to the Division of Records. This is the general policy which we have been following and there does not appear to be any change needed. There are exceptions, such as where a request for reports is received from a Division head or where the head of a Division specifically requests an investigation or where an attorney in the specific Division may request a report, etc. These special requests are all handled with appropriate notations in our files so that the exception will be noted.

In view of the tremendous volume of reports going to the Department, there does not appear to be any need for any change in the procedure, which is presently in existence. It is the responsibility of the Department of Justice to route to the appropriate Division in the Department of Justice information sent to its Division of Records. By the same token, the FBI upon receipt of memoranda from the Department of Justice routes the memoranda to the appropriate officials in the FBI.

It is also noted that the present procedure of routing material to the Department directs all material to a central location in the Department of Justice so that they will have a record of it.

- 1 - Mr. Malone
- 1 - Mr. Clayton

AR:WE
(7)

EX-105

REC-15

66-2554-1277X
66-6200-1085
9 JUN 20 1962

66 JUN 21 1962
Enclosure 287

Memo from Executives Conference to Mr. Tolson

RECOMMENDATION

The Conference unanimously recommended that there be no change in our present policies.

Those in attendance were Messrs. Tolson, Callahan, Edwards, Short, Malone, Belmont, Rosen, Evans, DeLoach, Clayton, Conrad, Trotter, and Mohr.

OK
H

Mr. Tolson

July 5, 1962

The Executives Conference

HANDLING OF MENTAL MAIL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/82 BY SP4 ELW/dog

The Executives Conference on July 5, 1962, consisting of Messrs. Evans, DeLoach, Callahan, Conrad, Bowles, Stanley, Rosen, Edwards, Clayton, Wick and you considered the problem of destruction of correspondence from persons known to have mental aberrations.

Briefly, most of the mental mail received by the Bureau is handled in Correspondence and Tours Section. Set forth below is a tabulation of mail of this type received in this Section in June and destroyed. This does not encompass all of the mental mail received in this Section as some of it is sent to files; some retained for 90 days; and some sent to various field offices:

Friday	6-15-62	38	Letters
Monday	6-18-62	103	"
Tuesday	6-19-62	54	"
Wednesday	6-20-62	38	"
Thursday	6-21-62	45	"
Friday	6-22-62	34	"

The decision as to whether this mail should be destroyed is made by the Agent dictators. They have considerable experience in the Bureau and in correspondence matters. Before any mail is destroyed, it must be checked against our mental cards and the personnel carefully read it for possible threats, indication of threatened self-destruction, criticism of the Bureau or Bureau personnel or to determine if there is anything of interest to other Government agencies. If there is no reason existing to the contrary, the correspondence is then destroyed and a notation made on the back of the card relating to the individual correspondent. Enclosures of value are returned to the correspondent when the letter is first received and mail of this type is held for 90 days.

Tolson _____
Belmont _____
Mohr _____
Callahan _____
Conrad _____
DeLoach _____
Evans _____
Malone _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

1 - Mr. Malone
1 - Mr. Clayton
1 - Mr. Trotter
1 - Mr. DeLoach

51 AUG 1 1962
CDD:mlw (7)

MAIL ROOM ☐ TELETYPE UNIT ☐

*All fine in theory if
actually done in each
case.*

5 JUL 23 1962

ORIGINAL FILED IN 66-3665-372

Executives Conference Memorandum
Re: Handling of Mental Mail

Also, registered and certified letters are retained for 90 days before they are destroyed. When correspondence reflects a change in address, such change is noted on the correspondent's card and the mail is sent to file. If action is required, such as bringing information to the attention of a police department, such action is taken and the letter sent to file.

The Agents who read this mail know their job and give careful attention to what they are doing. If there is a question as to whether the mail should be retained or destroyed, the doubt is resolved in favor of retention. To have one person read all the mail would require practically all of his time on this operation. Having it handled by the Agent dictators as it comes to their desks in connection with their other assignments spreads the burden and it can be assimilated in the regular course of their work. Further, to have one person read it and make the decision would mean the mail has to be handled twice, once by the first dictator and second by the one person so designated. It should be noted that much of this type mail is very difficult to read and frequently is of considerable length, often running into twenty pages or more. This double handling would be inefficient and would not benefit the Bureau to any appreciable extent.

No problems can be recalled during the past eight years in connection with any mental mail and during this time the procedures outlined above have been followed.

It was the unanimous opinion of the Conference that mental mail continue to be handled as it has been in the past.

*I accept this with
serious reservations
We are destroying on an
average of 45 letters a
day. If all that is said
were actualities I would be content
but supervisors are being reassigned
continuously & I doubt judging from
shortcomings in other matters that they
are always properly indoctrinated*

The Director

7-17-62

The Executives Conference

BUREAU AUTOMOBILES
Use By Firearms Staff - Quantico
and Certain Radio Personnel

The Executives Conference of July 16, 1962, consisting of Messrs. Tolson, Mohr, Clayton, Evans, Rosen, Sullivan, Trotter, DeLoach, Walsh, White, Waikart, Stanley and Edwards considered the procedure regarding the use of Bureau automobiles in traveling to and from work on the part of the firearms staff at Quantico and by certain radio personnel assigned to duties at Midland and Sowego radio stations in Virginia and the radio station in the San Diego Division.

It was pointed out that for a number of years SAC Sloan, Quantico, and nine firearms instructors together with one radio technician who works at Quantico, have been commuting daily to and from Quantico leaving a contract garage in Arlington, Virginia, and traveling in Bureau-owned automobiles. They return to the Arlington garage after the close of the business day. SAC Sloan has stated that he does not believe there is adequate housing for Bureau personnel in the vicinity of Quantico and recommends the present arrangement be continued. If it were discontinued the firearms personnel would undoubtedly retain their current residences in the Arlington-Falls Church, Virginia area and commute in car pools in personally owned automobiles. Most of the duties of the firearms instructors are centered at Quantico although each instructor handles an assignment on the indoor firearms range in the Justice Building approximately once a week. Those involved are assigned to the Training and Inspection Division which supervises Quantico and their headquarters are fixed at Washington, D. C. There is no legal reason why their headquarters could not be fixed at Quantico nor is there any legal reason why the present arrangement could not be continued. It is a matter for the administrative decision of the Bureau.

Similar arrangements for commutation in Bureau-owned automobiles are in effect for 12 of the 24 radio technicians assigned to the Midland and Sowego radio stations. These men travel to and from a Falls Church, Virginia, contract garage to their work assignments at Midland and Sowego. The other 12 radio personnel assigned at these radio sites live in the general area of the radio sites and they are carried as being assigned to the radio stations. There are 15 radio technicians assigned duties at the Ramona radio station approximately 35 miles from San Diego. Eleven of these men have their headquarters fixed at San Diego and travel to and from work in Bureau cars. The remaining 4 radio technicians reside in the Ramona area. It is stated that adequate housing is difficult to obtain in the vicinity of Ramona.

FWW:mah (6)
1 - Mr. Malone 1 - Mr. Clayton 1 - Mr. Tavel

AUG 2 1962

Executives Conference Memorandum
Re: Bureau Automobiles

The Executives Conference on May 23, 1960 unanimously recommended and the Director approved continuing the use of Bureau automobiles in transporting radio personnel from Fairfax, Virginia, to the radio stations. At that time, however, eight of the radio personnel lived in the area adjacent to the radio stations, now twelve of them reside in the area adjacent to the radio stations. Mr. Tolson pointed out that he did not see any appreciable difference between the situation of the firearms instructors and radio personnel commuting to work a distance of 30 or 35 miles as compared with other Bureau personnel who commute at their own expense to their regular assignments. Mr. Mohr stated that when these arrangements were first approved in the 1940's housing opportunities were most meager in the immediate vicinity of the radio sites and also in the vicinity of Quantico. Transportation was a problem during war time which in the early years included gasoline rationing but that unquestionably there has been a gradual improvement to the point where the justification originally existing for permitting these transportation arrangements has to all intents and purposes come to an end. If 12 of the 24 radio personnel assigned to Midland and Sowego had been able to locate suitable housing, the others should certainly be able to do the same or if they preferred could commute from their present locations to their working areas at their own expense just like anybody else.

As regards SAC Sloan and the firearms instructors, the conference unanimously recommends that the arrangements for these employees to travel to and from work at Quantico in Bureau cars be immediately discontinued and that their headquarters be fixed at Quantico.

The majority of the conference, consisting of Messrs. Tolson, Mohr, Clayton, Evans, Rosen, Sullivan, Trotter, DeLoach, Walsh, White, Waikart and Stanley recommended that the authority for the radio personnel at Midland, Sowego (Virginia) and at Ramona (San Diego) areas to travel to and from work in Bureau automobiles be withdrawn and that the headquarters of the personnel be fixed at the radio sites.

The minority of the conference, consisting of Mr. Edwards, recommends continuing the authority for the radio personnel to travel to and from their work areas daily in Bureau automobiles because to discontinue this arrangement would, in his opinion, possibly create problems and may cause turnover on the part of radio personnel since they are non-agents and in lower grades than the agents (Grades 5 -11).

Depending upon the Director's desires, the appropriate action will be taken.

*I share the
majority view
H*

Respectfully,
For the Conference

Clyde Tolson

The Director

September 26, 1962

The Executives Conference

LAW ENFORCEMENT BULLETIN

The Executive Conference of September 26, 1962, consisting of Messrs. Tolson, Mohr, Callahan, Clayton, Conrad, Evans, Rosen, Sizoo, Tavel, Trotter and Wick, considered the inclusion of a special page in the Law Enforcement Bulletin made up of material similar to that which is now published in the Nationwide Criminal Activities memorandum. The material now contained in the Nationwide Criminal Activities memorandum is disseminated to the field for the use of Special Agents in their contacts with police officers and for use at police schools

The conference was informed that during the past year 90 such carefully selected items as to nationwide criminal activities have been published in the Law Enforcement Bulletin. These have appeared throughout the bulletin as separate items that were not specifically identified as being a part of any nationwide criminal activity.

It was pointed out that if such material was centered, ~~on~~ one page or more, in each issue of the Law Enforcement Bulletin, it would, in addition to being of great value to the police, serve as an added public relations value for the FBI. It was noted that this would be at least a partial answer to the demands for a national crime commission and of law enforcement intelligence units for dissemination of such information.

REC-456-2554-12780

The conference was informed that since the Law Enforcement Bulletin is available to the public through libraries, the material to be incorporated could not be a primer on how to commit crime. This would preclude detailed information on modus operandi and investigative techniques. It was recognized that any material published would have to be carefully selected in order to preclude jeopardizing informants and since it might be leaked back to the criminal underworld through corrupt police officers. It will not be possible to publish the names of individual criminals or of gangs in the absence of outstanding process and thus will not completely silence

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1 - Mr. Clayton
1 - Mr. DeLoach
1 - Mr. Malone
1 - Mr. Evans

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TELETYPE UNIT ☐

Executives Conference Memorandum
Re: Law Enforcement Bulletin

those law enforcement officers who want current information disseminated as to the travel of hoodlums and organized crime data.

Nevertheless, the conference was of the unanimous belief that the value to the Bureau to be gained from inclusion of carefully selected material, properly highlighted, warrants the adoption of this proposal.

If the Director approves, appropriate action will be promptly taken.

OK
H
Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

October 4, 1962

The Executives Conference

**INCENTIVE AWARDS IN RECOGNITION OF
OUTSTANDING ANNUAL PERFORMANCE RATINGS
NONINVESTIGATIVE PERSONNEL**

The Executives Conference of October 3, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Casper, Conrad, DeLoach, Evans, Malone, Rosen, Sullivan, Tavel, Trotter and Clayton, considered the question of granting greater cash awards to investigative personnel in grades GS-13 to GS-15 and also in GS-12 and below. It was also considered in order to have a scale of awards comparable to that granted investigative personnel made available to noninvestigative personnel.

It was pointed out that in connection with outstanding ratings for investigative personnel, the awards have varied from \$500 to \$200 (\$500 for Assistant Directors and above, \$400 for officials below Assistant Director in grade GS-16 or above, \$300 for those in grades GS-13 through GS-15 and \$200 for those in grades GS-10, 11 and 12). Noninvestigative personnel in the past have always been given cash awards of \$200 in recognition of superior performance as outlined in outstanding annual performance ratings regardless of their grade and position.

The Executives Conference unanimously agreed in order to recognize the variance in grades of the noninvestigative staff and so that there would be no inequities in the investigative staff recognitions, that in the future those who receive outstanding performance ratings in the investigative staff in grades GS-13 through GS-15 receive \$350 instead of \$300 and those in grades GS-12 and below receive \$300 instead of \$200. It further felt with respect to the noninvestigative staff that noninvestigative employees in grades GS-10 or above receive cash awards for outstanding performance ratings in the amount of \$300, those in grades GS-6 through GS-9 receive cash awards in the amount of \$250 and those in GS-5 or below receive cash awards of \$200.

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Holmes _____
Gandy _____

Mr. Malone

Mr. Clayton

Mr. C. R. Davidson

Mr. Beaver

Mr. Row

Mr. Jackson

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ORIGINAL FILED IN 66-2554-170

RA
The Director

June 26, 1962

The Executives Conference

~~CLOSED~~ CASES IN WHICH THE UNITED STATES ATTORNEY HAS DECLINED TO AUTHORIZE PROSECUTION

Matter Under Consideration By The Conference

The Executives Conference considered the suggestion that where a case has been presented to the United States Attorney (USA) for an opinion and he has declined to authorize prosecution, the opinion of the USA should be furnished to the Department of Justice.

Present Rule - (A) Confirmatory Letters to USA Where Prosecution Declined

At the present time the field may close a case administratively without notification of the Bureau when information is trivial or negative, when process has not been issued, and no special reason for advising the Bureau exists. If the subject is notorious, widespread publicity is involved, or the subject is a Government employee, the Bureau must be advised. Any doubt should be resolved in favor of advising the Bureau. (Part I, Page 32 of the Handbook, and Section 4 of the Manual of Rules and Regulations)

If a USA's opinion has been sought, a confirmatory letter is sent to the USA and, unless one of the above reasons is present, no copy of this letter at the present time is forwarded to the Bureau.

Action Taken

A survey was conducted involving four offices, Charlotte, Louisville, Philadelphia, and San Francisco, to determine the number of cases closed in each of these offices where they were origin during May, 1962; the number of cases closed administratively in May, 1962; and the number of cases closed by letter to the USA during this period. The results are as follows:

- 1 - Mr. Malone
- 1 - Mr. Clayton

AR:ers
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REC-91

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Executives Conference Memorandum

**RE: CLOSED CASES IN WHICH THE USA HAS
DECLINED TO AUTHORIZE PROSECUTION**

Charlotte

Cases closed	440
Cases closed administratively	247
Cases closed by letter to USA	30

Louisville

Cases closed	312
Cases closed administratively	171
Cases closed by letter to USA	29

Philadelphia

Cases closed	1,514
Cases closed administratively	305
Cases closed by letter to USA	52

San Francisco

Cases closed	1,391
Cases closed administratively	773
Cases closed by letter to USA	133

Conclusion

In the four offices mentioned above, 3,567 cases were closed, 244 of which were closed by letters to the USA, or roughly 7%. The entire field during May closed 23,894 cases. This figure projected over a twelve-month period would amount to 286,728 cases closed, 7% of which would be 20,070 cases closed by the field in a twelve-month period by letter to the USA in which a copy of the letter need not be forwarded to the Bureau.

Present Rule - (E) Reports Containing Opinion of USA

If copies of letters to the USA representing his opinion are to be furnished to the Department consideration was given to furnishing to the Department copies of all reports wherein the opinion of the USA is contained

Executives Conference Memorandum

**RE: CLOSED CASES IN WHICH THE USA HAS
DECLINED TO AUTHORIZE PROSECUTION**

wherein he declined prosecution. At the present time reports are sent to the Department in those instances where (1) the Department requests them; (2) the Department has requested an investigation; (3) some reason exists to call the Department's attention to a particular case; or (4) prosecutive determination or other action rests with the Department. We do not furnish to the Department a copy of every report in which the USA declines to authorize prosecution.

Declinations of USAs would be set forth in a report when a confirmatory letter has not been sent to the USA.

Recommendation of Messrs. Belmont, Callahan, Stanley, Wick, Clayton,
Conrad and Walkart

Messrs. Belmont, Callahan, Stanley, Wick, Clayton, Conrad and Walkart pointed out that the value of the protection to be afforded the Bureau by this procedure must be weighed against the cost in manpower, time and paper. If this procedure is adopted, in addition to the Bureau receiving from the field an estimated 20,000 copies of letters to the USAs, the field will have to attach a short write-up on the case in question so that the Department is in a position to evaluate the matter, unless letter already includes this information.

In addition, to be consistent, we should send copies of all investigative reports over to the Department wherein a USA declines prosecution. In many instances this will mean the field must prepare an additional copy of the investigative report for referral to the Department.

They recommended that inspectors check four offices to determine how much additional time and additional paper work will be involved if this procedure is adopted and also to check the cases involved to determine whether we can selectively increase those categories which should be sent to the Bureau and the Department. They felt it may be possible to increase the protection to the Bureau without flooding the Bureau with 20,000 plus letters and additional handling of reports from the field each year.

Executives Conference Memorandum

**RE: CLOSED CASES IN WHICH THE USA HAS
DECLINED TO AUTHORIZE PROSECUTION**

Recommendation of Messrs. DeLoach, Bowles and Sullivan

Messrs. DeLoach, Bowles and Sullivan recommend that a survey be made by the Inspection Division for 80 days of all cases wherein the opinion of the USA declining prosecution is contained in a letter forwarded by the SAC to the USA which letter need not be furnished to the Bureau. This survey would establish whether the letters are significant enough to have been called to the Bureau's attention or whether they represent trivial or insignificant matters which if not called to the Bureau's attention would have been immaterial.

Recommendation of Messrs. Tolson and Rosen

Messrs. Tolson and Rosen recommend that in all cases where an opinion of the USA is obtained wherein he declines to authorize prosecution that this advice be furnished to the Department of Justice whether it be in the form of a letter from the SAC to the USA incorporating his opinion, or whether it be in a report containing his opinion.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

January 14, 1963

The Executives Conference

IN-SERVICE TRAINING

The Executives Conference of January 14, 1963, consisting of Messrs. Tolson, Mohr, Clayton, Belmont, Trotter, Tavel, Callahan, Edwards, Casper, DeLoach, Evans, Conrad, Rosen and Sizoo considered the question of whether or not section chiefs in the various division at the Seat of Government, irrespective of their grade and salary, should be required to attend In-Service training.

Memorandum from Mr. Evans to Mr. Belmont dated January 3, 1963, recommended that the scheduled In-Service training of Alfred B. Eddy, Chief of the Fugitive Section, Special Investigative Division, be canceled and not rescheduled. Memorandum Mr. Callahan to Mr. Mohr of January 8, 1963, pointed out that since 1954 Bureau's policy has been that all Seat of Government supervisory personnel below grade GS-16 must attend In-Service training. When this policy was adopted there were ten grade GS-16s at the Seat of Government, most of whom were above section chief level, with only three being section chiefs. Presently, however, there are thirteen sections chiefs in grade GS-16 and twelve in grade GS-15. The conference was advised that at the present time Special Agents in Charge and Assistant Special Agents in Charge, as well as Legal Attaches and Assistant Legal Attaches, are required to attend In-Service training and the years they do not attend In-Service training they are brought in to the Seat of Government for two days' conferences. At the present time the Special Agents in Charge and the Assistant Special Agents in Charge and Legal Attaches and Assistant Legal Attaches attend In-Service training once every four years, which would be the frequency of attendance of section chiefs were they required to attend In-Service training.

I have the view that The majority of the conference, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Edwards, Casper, DeLoach and Callahan felt it would be advantageous not only to the Bureau but also to the section chief to require their attendance at In-Service training in furtherance of their training as part of the Bureau's career development program, pointing out that while it was recognized that section chiefs are specialists in the area of the Bureau's operations in which they function, they would still benefit from the knowledge gained by attendance at In-Service in brushing up and being brought up to date on the goings on in the various other areas of operations of the Bureau.

1 - Mr. Casper

1 - Mr. Clayton

NPC:JLK

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Executives Conference Memorandum
Re: In-Service Training

The minority of the conference consisting of Messrs. Belmont, Clayton, Evans, Conrad, Rosen and Sizoo felt that Section Chiefs who are experts or specialists in their field should not be required to attend In-Service training as the benefits derived by them during the time this would require they be absent from their duties as section chief would not be commensurate with the loss to their section of their services. They pointed out that they felt the value of the man's services would be greater to the Bureau by his being permitted to remain in his section for the two-week In-Service training period.

Respectfully,
For the Conference

Clyde Tolson

THE DIRECTOR

February 11, 1963

THE EXECUTIVES CONFERENCE

FBIRA POSSIBLE CLUB -
MEMBERSHIP QUALIFICATIONS

The Executives Conference of 2-11-63, consisting of Messrs. Tolson, Mohr, Casper, Callahan, Conrad, Clayton, Evans, Gale, Sullivan, Tavel, Trotter and Wick, considered the question of whether "possibles" (perfect scores) fired during regular field firearms training should be counted as qualifying agents for membership in the FBIRA Possible Club.

Practical Pistol Course has been discontinued during In-Service training to afford opportunity for more advanced training on electronic and other courses not available in the field. Heretofore, agents have qualified for membership in FBIRA Possible Club only when they shot a possible at Quantico and it will be necessary, if Possible Club is not to be abandoned, to recognize possibles shot in the field or adopt an alternate proposal to permit agents whose scores make them likely candidates to try for membership while attending In-Service.

FBIRA Possible Club founded in 1940 and rule since then has been that only possibles shot at Quantico qualified for membership. Objections have been raised in past that this gave agents in Washington area who do all outdoor shooting at Quantico greater opportunity to qualify than others throughout field who attend In-Service only once each four years. Executives Conference considered question in 1946 and majority favored continuing restriction to possibles scored at Quantico in view of certainty of uniformity and imposition of all the requirements and instructions in firing course. Director concurred with majority.

FBIRA officers opposed to opening membership to field possibles, feeling original reasons for limiting awards still prevail. Committee proposed as alternative that agents who shoot possibles in field be permitted to request permission to shoot for possible when next at In-Service.

Mr. Casper favors counting field possibles since field ranges have improved since 1946, distances are uniform, and field firearms shot under close supervision of Quantico-trained instructors. He feels counting field possibles would provide greater incentive for agents to improve scores and, although to do so would undoubtedly

1-Mr. Casper
-Mr. Clayton
T:jmr

MAR 5 1963

REC-45

66-2554-12783
9 FEB 26 1963

Executives Conference Memorandum
Re: FBIRA Possible Club - Membership Qualifications

increase Club membership and make it less exclusive, it would provide more accurate picture of marksmanship of Bureau agents since many agents have shot possibles in field who are not now members and larger membership would present more favorable picture of Bureau to public. Disadvantage would be greater cost of medals at \$3.00 apiece.

Present membership 333 since 1940, of which 85 qualified at In-Service, 130 while attending Administrative and Expert Firearms Schools at Quantico, 60 by Quantico instructors, 41 by agents in Washington area, and 6 by new agents. Membership among Washington area agents does not appear disproportionately high. Thirty-eight (38) possibles shot in field during 1962 J. Edgar Hoover Trophy shoot, of which 15 were already Club members. Not possible to predict how many new members would qualify each year if opened to field possibles, but if agents required to first shoot possible in field before being permitted to try for membership while next at In-Service number qualifying would undoubtedly be smaller, probably not over 20 to 30 a year. One disadvantage of this would be that agents would be required to shoot two possibles for membership rather than one as in the past.

Mr. Sullivan was in favor of adopting committee's proposal to restrict membership to agents who shoot possibles at Quantico after requesting permission to do so.

The remainder of Conference, constituting majority, recommended opening membership to agents who shoot possibles during regular field firearms training,

RECOMMENDATION:

That membership in FBIRA Possible Club be given to any agent who shoots a perfect score on the Practical Pistol Course during regular field firearms training, on a record run.

Respectfully,
For the Conference

OK
Clyde Tolson

AF
Mr. Tolson

March 6, 1963

The Executives Conference

~~ADVANCED FIREARMS TRAINING~~

The Executives Conference of March 6, 1963, consisting of Messrs. Tolson, Mohr, Callahan, Clayton, Conrad, DeLoach, Evans, Rosen, Tavel, Trotter, Edwards for Gale, Sizoo for Sullivan and Felt for Casper considered a proposal of the Training Division for a new type of Advanced Firearms Training to be afforded Agents.

It was pointed out that in all our previous training, Special Agents are facing their target when they have received their command to draw and shoot. It is very possible, however, that in an emergency the real target may be to the left or right or even directly behind the Agent. Under these circumstances, the Agent would be forced to draw as he turns to shoot. *t*

(under \$100)
To permit such training, a special "shooting booth" with openings down range must be constructed. A suitable booth with two stalls can be constructed in the Marine Corps maintenance shop at a nominal cost. A rough sketch is attached. You will note that construction is such that should a bullet be fired in any direction other than toward the target, it will not penetrate or ricochet from the partitions. Tests have been conducted of a sheet of 1/8-inch steel plate covered with 3/4-inch plywood. Both .38 Special and .357 Magum bullets were fired into the test section straight and at all angles. At no time would the bullets penetrate or ricochet. The inside of the booth would also be covered with the one-inch blanket of Fiberglas and a two-inch corrugated and perforated aluminum acoustical material.

Each "shooting booth" will be 4' 6" high. This height gives ample protection to the sides and rear of the shooting positions but will enable the instructor to see both shooters at all times. Shooters will use the special training holsters which have leather trigger guards preventing Agents from drawing the revolver with their finger in their trigger guards.

Enclosure

REC- 51

66-2554-12784
JJC

EX-102

5 MAR 12 1963

- SAC Sloan
- Mr. Callahan
- Mr. Casper
- Mr. Clayton

MF:jms

67 MAR 12 1963

Executives Conference Memorandum
Re: ADVANCED FIREARMS TRAINING

SAC Sloan at Quantico is convinced that the proposed "shooting booth" will provide 100% safety. The proposed course will permit Agents to be thoroughly trained so that they can meet an emergency situation effectively regardless of the direction from which it originates.

The Executives Conference unanimously agreed to this proposal and felt that it would be a positive step in maintaining FBI leadership in this important field.

OK
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RA
MR. TOLSON

March 7, 1963

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THE EXECUTIVES CONFERENCE

J. EDGAR HOOVER FIREARMS TROPHY

On 3-6-63 the Executives Conference, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Clayton, Evans, Edwards, Sizoo, Rosen, Conrad, Felt, Callahan and DeLoach, considered the matter of setting up a new firearms competition to replace the J. Edgar Hoover Firearms Trophy shoot, it being noted that the Anchorage Office won that trophy three years in a row, giving it permanent possession of the trophy and thus retiring it. It was pointed out to the Conference that the FBIRA officers feel that in general the rules of the previous contest were sound and should be continued with the exception of the following changes which should be made:

- (1) Normally when a trophy is permanently retired, any new trophy should bear a slightly different name to distinguish it from the first; therefore, it is recommended that the new trophy be known as the "J. Edgar Hoover Practical Pistol Course Trophy."
- (2) The Anchorage Office won the trophy each year for the first three years of the competition. To avoid having to make a new trophy and set up a new competition in the future, it is recommended that the "J. Edgar Hoover Practical Pistol Course Trophy" be a perpetual one; that is, no office should retain permanent possession but should only be entitled to keep the trophy during such years as it actually wins the contest. The name of the winning office would be inscribed on the trophy each year.
- (3) It is felt that it would encourage keener competition if recognition were given for second and third place. It is, therefore, recommended that plaques be awarded annually for first, second, and third place to be retained by the offices winning them permanently. The plaques would be identical with the exception of the lettering showing that the office had won first, second, or third place in a particular year. Such plaques would cost approximately \$5.00 apiece.

1-Mr. Casper
1-Mr. Clayton
1-SAC Sloan
1-Mr. Cleveland
1-Mr. Gauthier

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REC-51

66-2554-12785

MAR 12 1963

Executives Conference Memorandum
Re: J. Edgar Hoover Firearms Trophy

- (4) Due to size and composition of the agent complement in various offices, some smaller offices having a large percentage of expert shots may have an advantage over larger offices where the number of agents who may not shoot as well will offset to some extent the scores of the more proficient. It is felt, therefore, that some form of handicap should be instituted to make the contest more competitive and more nearly equalize the chances of any office winning. The following system is recommended:

- (a) The total point scores for each office for the past three years of the contest will be totaled and divided by the total personnel assigned, giving a three-year average score for each office. As each year's competition is completed, these scores will be added and a new average figured for each office based on actual points scored. This will constitute a type of "lifetime" average for the office. According to Mr. Row of the Voucher-Statistical Section, this can be done quickly and easily on IBM equipment.
- (b) Seventy-five (75) per cent of the difference between each office's average and 100 will be added to that office's score for the next year's shoot as a handicap. Thus, if an office averaged 92, 75 per cent of the difference between this and 100 (75 per cent of 8, or 6) would be added to that office's score as a handicap next year. This is a recognized handicap system in firearms shooting and while it would inevitably result in some scores exceeding 100 on a handicap basis, the actual scores would, of course, be recorded also. This system would place the emphasis on improving firearms scores since it would be possible for an office showing substantial improvement to win the contest even though it did not secure as high an actual point score as another office showing less improvement. Thus, an office whose average rose from 92 to 95 would beat an office whose score increased from only 96 to 97. The handicap score of the first office would have been 6 and for the second 3, giving the first office a total handicap score of 101 and the second a handicap score of 100.

Executives Conference Memorandum
Re: J. Edgar Hoover Firearms Trophy

RECOMMENDATIONS:

The Executives Conference unanimously concurred in the following recommendations:

(1) That a new trophy to be known as the "J. Edgar Hoover Practical Pistol Course Trophy" be prepared to be retained by the winning office only until such time as another office wins it.

(2) That first, second, and third-place plaques be prepared to be retained by offices winning first, second, and third place each year.

(3) That a handicap system be adopted whereby the score of each office is increased by 75 per cent of the difference between that office's previous actual point average and 100, and that winners of first, second, and third place be determined on the basis of their actual score plus this handicap.

(4) That the other rules of the contest remain the same as in previous trophy shoots.

RA
THE DIRECTOR

March 7, 1963

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THE EXECUTIVES CONFERENCE

The Executives Conference of March 6, 1963, consisting of Messrs. Tolson, Mohr, Trotter, Tavel, Clayton, Evans, Edwards, Rosen, Felt, Conrad, Sizoo, DeLoach and Callahan, considered the recommendation of the Investigative Division that a recovery in the amount of \$840,000 be recorded for the Miami Office as a result of that office on January 24, 1963, recovering Travelers' Express Company money orders. The Administrative Division opposed the recording of this recovery.

BACKGROUND

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On December 28, 1962, 12,000 blank Travelers' Express Company money orders were stolen from the lobby of the Travelers' Express Company, Jersey City, New Jersey; Bureau case entitled "[redacted] Interstate Transportation of Stolen Property." At the time of the recovery of the money orders they had been filled out illegally in the amount of \$100 each, dated and signed. They thus became fraudulent documents which have no legal value and thus, nothing of value was returned to the rightful owner of the money orders. The fact that the possessor of the fraudulent money orders may have been able to have defrauded other people by passing them off as legitimate does not constitute a basis for recording a recovery.

The general policy for recording a recovery is as follows: "Property stolen or illegally possessed which is returned to the rightful owner as direct result of Bureau investigative activity is the basis for recording a recovery. The amount to be recorded as a recovery in such instances is the value of the property at the time of its return to the owner."

The Director in the past on the subject of recording of a recovery has stated: "it is absolutely imperative that each and every statistical item to be recorded. . . be completely justified. . . we must not be in a position where anyone can criticize any phase of our statistical record."

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EX-117- REC-13

66-2554-12786
13 MAR 13 1963

The members of the Executive Conference with the exception of Mr. Rosen felt that it would not be proper to record the \$840,000 recovery for the Miami Office of the stolen money orders which had been fraudulently executed after their theft at which time they were blank.

1 - Mr. Clayton

1 - Mr. Casper

NDC:gt (5)

67 MAR 13 1963

TELETYPE UNIT ☐

EXECUTIVES CONFERENCE MEMO
March 7, 1963 - (continued)

Mr. Rosen felt that the stolen money orders recovered should be recorded as a recovery to the credit of the Miami Division.

Respectfully,
For the Conference

Clyde Tolson

*I share
Majority view
H*

RA
THE DIRECTOR

March 7, 1963

THE EXECUTIVES CONFERENCE

The Executives Conference of March 6, 1963, consisting of Messrs. Tolson, Mohr, DeLoach, Trotter, Tavel, Clayton, Evans, Edwards, Rosen, Felt, Conrad, Sizoo and Callahan, considered the recommendation of the Investigative Division that a recovery of \$500,000 be credited the New Orleans Division in the case entitled: [REDACTED]; et al, Internal Security - Cuba - Espionage - X. " b6
b7C

The recovery value of \$500,000 was based on an estimate which the Chief Industrial Engineer of Vickers, Inc. Division of Sperry-Rand, Jackson, Mississippi, gave as the cost of design, research and testing in development of blueprints involved in this case. However, the recovery was of copies of the originals of the blueprints. The Investigative Division felt that irrespective of the fact that they were copies of the original blueprints the recovery value furnished by the Vickers' Engineer should be recorded.

The Administrative Division felt that no actual loss occurred other than that for the cost of reproducing an additional set of copies from the original; that potential losses are not recorded as recoveries and did not feel that the \$500,000 claimed by New Orleans should be recorded. It was further pointed out the documents were not classified and no control was maintained of their issuance by Vickers, Inc.

This case was investigated under the Espionage Statute and if the recovery were recorded in this classification, it would be most significant since through the first seven months of the fiscal year total recoveries for this classification amounted to approximately \$231,000. It was determined that there was no violation of the Espionage Statute and the substantive supervisor did not feel that a recovery should be recorded. 9

The Administrative Division feels that to record this item as a recovery would be contrary to the Director's prior instructions that: "it is absolutely imperative that each and every statistical item to be recorded . . . be completely justified . . . we must not be in a position where anyone can criticize any phase of our statistical record."

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1 - Mr. Clayton
1 - Mr. Casper
NPC:gt (5)

REC-1 66-2554-116 12787
13 MAR 13 1963

EX-101

67 MAR 13 1963

MAIL ROOM TELETYPE UNIT

Executives Conference memo to the Director
March 7, 1963

The majority of the Conference with the exception of Messrs. Evans, Rosen and Conrad felt that no recovery should be recorded for this item in our statistical accomplishments.

Messrs. Evans, Rosen and Conrad felt a recovery should be recorded.

Respectfully,
For the Conference

Clyde Tolson

*I share majority
view*

Mr. Tolson

March 6, 1963

The Executives Conference

FBI NATIONAL ACADEMY SEAL

The Executives Conference of March 6, 1963, consisting of Messrs. Tolson, Mohr, Callahan, Clayton, Conrad, DeLoach, Evans, Rosen, Tavel, Trotter, Edwards for Gale, Sizoo for Sullivan and Felt for Casper considered a proposed plastic, three-dimensional seal for the FBI National Academy (NA) developed by Mr. L. J. Gauthier. The plaque is similar to and is a companion piece to the FBI three-dimensional seal presently in use. (Photograph of seal is enclosed.)

The plaques can be produced by the Exhibits Section at a cost of \$8 for the 20-inch size which matches the FBI seal and \$2 for the 9-inch size.

It was proposed by the Training Division that 100, 20-inch plaques be prepared, one for the Director's Office, one for each member of the Executives Conference and one for each field office and a few extras for use as needed. It was also proposed that 9-inch plaques be presented at this time to the current and all past National Presidents of the National Academy. (There are nine living past Presidents, all of whom are in good standing and currently in law enforcement.) It was further proposed that beginning with the 71st Session of the NA starting April 1, 1963, 9-inch plaques be presented to class officers of each class. (There are three officers in each class consisting of President, Vice-President and Secretary-Treasurer.)

Initial cost of the proposal would not exceed \$875 and yearly cost thereafter would be under \$50.

The Executives Conference unanimously agreed that these proposals be approved. If the Director approves, appropriate action will be promptly taken.

Enclosure

- 1 - Mr. Mohr
- 1 - Mr. Casper
- 1 - Mr. Clayton
- 1 - Mr. J. V. Cotter
- 1 - Mr. Callahan

REC-8

EX-11

NOT RECORDED

167 APR 8 1963

WMF:jms

5 APR 12 1963

ORIGINAL FILED

0
The Director

July 16, 1963

ea
The Executives Conference

~~DAILY REPORTS~~

The Executives Conference, consisting of Messrs. Tolson, Mohr, Clayton, Conrad, Evans, Gale, Rosen, Sullivan, Tavel, Bowles, Felt, Walsh and Wick, met on July 15 to consider current procedures including the submission of Daily Reports.

Daily Reports, which are a detailed listing of each Agent's daily activities, were first instituted in January, 1930, and have almost always been required of Resident Agents. They have been required periodically for Headquarters City Agents, having been reinstituted on 1/1/49 for Headquarters City Agents; discontinued 3/28/50; reinstituted 3/27/62 and are presently required. (They were reinstituted on 3/27/62 because of serious irregularities found in Detroit and Los Angeles.)

All present at the Conference felt submission of Daily Reports by Headquarters City Agents for the past 15 months has had a very salutary effect. All agreed the reports do consume time and are burdensome to the Agents, particularly during fast moving and heavy work-load periods.

Time studies made at Detroit during 1962 disclosed an average of 10 minutes required to fill out a Daily Report. This would mean the equivalent of a loss of approximately 85 Agents per day solely for the purpose of filling out the Daily Reports. Computed on the basis of the average salary of Field Agents, the total cost per year of having Headquarters City Agents complete Daily Reports is \$1,056,402.00.

Messrs. Gale, Rosen and Sullivan felt the burden and cost of Daily Reports for Headquarters City Agents were more than offset by their value as a device to insure maximum production of Agents. Others present felt that maximum production can best be insured by close Field Supervision of cases.

Enclosure

1 - Mr. Casper

1 - Mr. Clayton

WMF:hcv

(5)

0 AUG 6 1963

JTC
REC-28

66-2554-12789
RECORDED
170 JUL 31 1963

ORIGINAL FILED IN 66-2759-1346

Executives Conference Memorandum
Re: Daily Reports

Mr. Gale suggested a modified Daily Report (sample attached) wherein at the close of each workday Agents would list the names of all persons interviewed, a description of investigative work conducted and the file number of each case involved. Messrs. Gale, Rosen and Sullivan feel the modified form should be adopted for use by Headquarters City Agents at this time and that Resident Agents continue to use the present form.

Messrs. Tolson, Mohr, Clayton, Conrad, Evans, Tavel, Eowles, Felt, Walsh and Wick feel that the desired objective has been achieved during the past 15 months when Daily Reports have been required of Headquarters City Agents and that productivity can be maintained through close field supervision. It was felt because we can reinstitute Daily Reports at any time and because of the considerable cost, preparation of Daily Reports by Headquarters City Agents should be discontinued at this time. Resident Agents should still be required to submit the reports.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson

July 16, 1963

O
The Executives Conference

sent *1*
~~TIME ON POTENTIAL CRIMINAL INFORMANTS (TOPCI)~~
~~TIME ON POTENTIAL SECURITY INFORMANTS (TOPSI)~~

Because there has been some criticism of possible excessive administrative controls in the field, on 7/15/63, the Executives Conference consisting of Messrs. Tolson, Mohr, Clayton, Conrad, Evans, Gale, Rosen, Sullivan, Tavel, Bowles, Felt, Walsh and Wick, considered current procedures in recording time spent on developing Potential Criminal Informants (TOPCI) and time spent on developing Potential Security Informants (TOPSI).

For many years we have required Agents to record each day on #3 Cards (Locator Cards) or Daily Reports the amount of time spent on TOPCI and TOPSI. This is an administrative device to enable the supervisor to determine how much effort Agents are expending on these important programs.

Because of continued emphasis for many years on the development of informants, all Agents are well aware of what is expected of them. Furthermore, it was the feeling of the Conference that the best current measure of an Agent's contribution is found in the record of informants actually developed by him. Such information is regularly maintained in the field office. *A*

Because this administrative device has lost much of its significance and because it might be regarded as an excessive administrative control it was the unanimous opinion of the Executives Conference that recording of this information by Agents each day be discontinued. We will continue to maintain a detailed record of the number of informants developed by each Agent.

The necessary manual changes will be made upon approval of this memorandum.

1 - Mr. Casper
1 - Mr. Clayton

WMF:hcv

(5)

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11 AUG 2 1963

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Mr. Tolson

7/16/63

0
The Executives Conference

X
TIME SPENT IN THE OFFICE (TIO)

The Executives Conference of July 15, 1963, consisting of Messrs. Tolson, Mohr, Clayton, Evans, Conrad, Gale, Rosen, Sullivan, Tavel, Bowles, Felt, Stanley, Walsh and Wick considered the recommendation that certain activities not be included in the computation of time spent in the office (TIO).

BACKGROUND:

SAC Letters 55-10 (B) dated 2/8/55, and 55-44 (B) dated 7/6/55, provided that quarterly reports of TIO should contain a second tabulation showing adjusted figures after eliminating time for special factors which greatly increase TIO. These SAC Letters were too broad in scope and established no set criteria for "special factors" with the result that a host of activities were used to adjust TIO with no uniformity in the procedure. This led to the elimination of any adjustments in SAC Letter 60-37 (B) dated 7/26/60.

Since that time the Bureau has excluded the time spent in the office by SACs, ASACs and Supervisory personnel (SAC Letter 61-23 (A) dated 4/25/61) and by Agents on monitoring duties in technical installations located in office space (SAC Letter 62-19 (B) dated 3/27/62) from TIO computations. At present these are the only activities excluded.

It has come to our attention that certain investigative functions which it would be to the Bureau's advantage to perform within the confines of the office, are being conducted away from the office to avoid increasing TIO. For example, key interviews of certain subjects and witnesses and the review of accountancy-type books and records are best done at the office where there is access to indices, files and stenographic personnel. With the increased responsibilities placed on the Bureau in the fields of civil rights, top hoodlums, labor matters, counter-intelligence, espionage and similarly sensitive types of investigations, there has been a need for a great deal more investigation beyond the regular working hours. This intensification of investigations, coupled with the more

1 - Mr. Clayton
1 - Mr. Casper
1 - Mr. Gale
JER:pab
(5)

REC-42

66-2554-1279
11 AUG 2 1963

SEE PAGE TWO

236
AUG 2 1963

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Memo to Mr. Tolson

Re: Time Spent in the Office (TIO)

complex reporting procedures resulting from court decisions and shortened deadlines to insure expeditious investigation and dissemination of information, has greatly increased the administrative work of our agents and requires more frequent reporting which, of necessity, must be done during work hours in the office.

RECOMMENDATION:

It was the unanimous decision of the Executives Conference that these responsibilities could be discharged at an expenditure of no more than 20% TIO if such items as time spent on key interviews, regularly scheduled conferences, and the review of accountancy-type books and records were not included in TIO computations. TIO would then be strictly confined to the purpose for which it is intended, to indicate non-investigative time spent in the office.

JTC
OK
A

MR. TOLSON

October 21, 1963

The Executives Conference

**INVESTIGATIVE ACCOMPLISHMENTS
FINES, SAVINGS AND RECOVERIES**

A tabulation prepared October 10, 1963, comparing FBI direct appropriations with fines, savings and recoveries for the fiscal years 1962 and 1963 and for the first three months of the fiscal year 1964 reflected a return per dollar appropriated of 58 cents for the first three months of the fiscal year 1964, whereas the fiscal years 1962 and 1963 showed \$1.37 as the return per dollar appropriated. The Director noted, "This is the worst record we have had in years. Take up at Executive Conference meeting."

The Executives Conference, consisting of Messrs. Mohr, Belmont, Rosen, Trotter, Tavel, Hyde, Sizoo for Sullivan, Edwards for Gale, Evans, Conrad, Casper, DeLoach and Callahan, considered the developments with respect to our fines, savings and recoveries for the first three months of the fiscal year 1964. It was pointed out to the conference that for the first three months of the fiscal year 1963 fines, savings and recoveries totaled \$92,185,406, reflecting a return per dollar appropriated of 71 cents as against the fines, savings and recoveries for the first three months of the fiscal year 1964, which totaled \$85,470,281 and a return per dollar of 58 cents. The first quarter of the fiscal year 1964, therefore, was running \$6,715,125 less than the comparable period for the fiscal year 1963 or 13 cents less per dollar return.

It was pointed out to the conference that a review of the fines, savings and recovery items by the various classifications entering into this accomplishment reflected a \$23,187,589.66 item in a Pawnee Indian Tribe matter (63-6437) before the Indian Claims Commission, which resulted in a savings to the Government of \$23,187,589.66 which was recorded in the first quarter of the fiscal year 1963, whereas no similar substantial recovery such as this was recorded during the first quarter of the current fiscal year. It was pointed out further that there had been a \$10,000,000 increase in the Renegotiation Act classification during the first quarter of the current fiscal year, a \$2,000,000 increase in the Court of Claims classification, \$19,000,000 in the Federal Tort Claims Act classification; however, there were decreases in other classifications, such as Anti-Racketeering, of \$1 1/2 million dollars, Fraud Against the Government of \$12,000,000 and Antitrust of \$6,000,000, which together with the other increases and decreases accounted for the \$6,715,125 decrease in fines, savings and recoveries referred to above.

Tolson
Belmont
Mohr
Casper
Callahan
Conrad
DeLoach
Evans
Gale
Rosen
Sullivan
Tavel
Trotter
Tele. Room
Hines
Gandy

1 - Mr. Casper
1 - Mr. Clayton
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REC-46

EX-110

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OVER...

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Memorandum for Mr. Tolson
RE: INVESTIGATIVE ACCOMPLISHMENTS
FINES, SAVINGS AND RECOVERIES

The Conference was advised by the Investigative Division that it is anticipated our accomplishments in fines, savings and recoveries will surpass last year's figures by the end of this fiscal year. In this regard, it is noted that for the first three months of the fiscal year 1964, we have already obtained 45.89% of our total fines, savings and recoveries for the entire twelve-month period. It is anticipated there will be no difficulty in surpassing the accomplishments of the previous fiscal year.

The conference unanimously felt that our accomplishments in this field should be very closely watched in order that we will equal or surpass funds appropriated for the current fiscal year.

*This is like counting
on chickens before
they hatch.*
JH

MR. TOLSON

3/9/64

EXECUTIVES CONFERENCE

FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

The Executives Conference on 3/9/64, consisting of Messrs. Belmont, Mohr, Callahan, DeLoach, Evans, Edwards, Rosen, Sullivan, Tavel, Trotter, Conrad, Clayton and Casper, considered the recommendation that we establish a sectional retraining program for the National Academy Associates (NAA).

CURRENT RETRAINING PROCEDURES

There are 43 local chapters of FBINAA. Each chapter has at least one retraining session annually. Each SAC is instructed to submit to the Bureau for approval each year his proposed program for retraining of NAA. Sessions will vary in length from one to three days, depending on number of Associates in chapter, nature of instruction and locality of retraining session. We expect the SAC to be personally present if possible and where retraining session involves more than one field office, we expect each SAC to be present at least for a portion of the program. For example, in California all three SACs appear. Most instruction is given by NA men supplemented with our best police instructors in the area. Occasionally one SOG representative will attend a portion of some sessions to furnish some instruction or to deliver a message from the Director.

BACKGROUND

The last national retraining session held by FBINAA was in Washington, D. C., in 1957. There has been tremendous interest among the Associates in having another national retraining session. Most NA men become truly inspired while at the Academy during their first real contact with Bureau Headquarters. They are proud of this association and although close contact is maintained at local level, they want to maintain the original contact with the Director's Headquarters representatives. With the Director's approval, SA J. V. Cotter and Assistant Director Casper discussed a sectional retraining program with

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Conrad _____
DeLoach _____
Evans _____
Gale _____
Rosen _____
Sullivan _____
Tavel _____
Trotter _____
Tele. Room _____
Holmes _____
Gandy _____

Enclosure (map)

1 - Mr. Clayton

1 - Mr. Casper

JJC/JVC:hd/ijs

MAR 10 1964

MAIL ROOM ☐ TELETYPE UNIT ☐

REC-3

66-2557-12793
MAR 19 1964

ORIGINAL FILED IN 94-1-666 1421

Executives Conference to Mr. Tolson 3/9/64
Re: FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

the officers of the NAA at the International Association of Chiefs of Police (IACP) Conference held in Houston last fall. All the officers were extremely enthused by the Bureau's interest in stimulating the national organization. They recognized that with an eligible membership of approximately 3400, it would be most difficult to handle another national retraining session. They all agreed that training was by far the main objective and all were highly in favor of the sectional plan.

EXECUTIVES CONFERENCE CONSIDERATION

The following proposals were considered by the Executives Conference:

- I. That the national organization of the FBINAA remain intact but that four regional, geographic sections be created consisting of the Western states, the Central states, the Southeastern states and the Northeastern states (see attached map).
- II. That an annual sectional retraining session of three-days duration be held once every four years in each section. Since we have not had a national retraining session in over seven years, it is proposed that in the years 1965 and 1966 two retraining sessions be held each year to cover the four sections (two in 1965 to be held in two sections; two in 1966 to be held in two sections), and thereafter one every four years in each section.
- III. That the Training Division of the FBI plan the format of the sectional retraining session and supplement the program with three to four specialists from the SOG.
- IV. There is currently over \$15,000 in the national treasury of Associates. These funds should be prorated equally to the four sections with a nominal amount remaining in the national treasury to defray minor incidental costs incurred by the national officers; and that thereafter the \$2.00 dues paid by each member to the national treasurer be diverted into appropriate sectional accounts for the express purpose of helping defray expenses for sectional retraining sessions.
- V. That the host chapter for the sectional retraining sessions have the responsibility of securing space for the appropriate session, for assistance in obtaining housing accommodations for attendees and for arranging any program of social events. SACs covering sites of retraining sessions will furnish to the Bureau for clearance names of invited speakers or guests other than Bureau

Executives Conference to Mr. Tolson 3/9/64

Re: FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

employees, as well as clearance of official program. Only the host SAC will be in attendance at sectional retraining sessions. Annual retraining sessions will be suspended for all chapters in the section holding the annual meeting thereby saving the expense which we would normally incur by having an SAC for each chapter and members of his staff participate in a training program for that year, which would more than offset expense of sectional retraining sessions.

VI. Control. Two problems of control have been considered --- first being the extracurricular activities other than training and second being the election of officers.

Extracurricular Activities - The Association officers agreed that any social program must be completely cleared by Bureau Headquarters. It would be arranged by the host chapter and cleared through the host SAC to Bureau Headquarters. All attendees would be required to register in advance with the secretary of their own chapter who in turn would furnish names to the local SAC. Each SAC will contact all graduates who propose to attend and advise them unequivocally that the continuance of sectional retraining sessions is contingent on the maintenance at a high plane of the standards of conduct they followed while attending the FBINA in Washington. Each SAC will be advised to inform all members of the Associates that these sectional retraining sessions will in no way resemble a convention and that the major purpose of the meeting is an updating of their training by the Director's personal representatives from Washington. An officer from each chapter represented will be placed on the activities committee at the first meeting of the retraining session. These officers will meet with an SOG representative at which time the instructions previously given by their SAC will be unequivocally restated.

Election of Officers - Current Bylaws require that officers be elected at a national retraining session or by mail. Provision is also in Bylaws that existing Board of Officers can meet in executive session to fill any vacancies created by retirements, resignations or removal from good standing. The President elected at the 1957 retraining session resigned in 1960 to allow the First Vice President to become President. After serving two years, Marvin G. Lane then resigned to allow the current President, Vincent B. Hurlbut, to advance into the position. After the NA luncheons in executive sessions held during the IACP Conference of the last two years, two members of the Board of Governors were moved onto the Board of Officers and currently hold positions as Third and Fourth Vice Presidents.

Executives Conference to Mr. Tolson 3/9/64

Re: FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

An ascendancy to the Presidency, therefore, has been established similar to that now in existence with the local chapter officers. We will recommend that this procedure continue with national officers, retaining the proviso that nominations can come from the floor. Current officers will remain in their positions until first sectional session. We will remove from the Bylaws provision of a mail vote since it will no longer be necessary.

We now propose that officers of the FBINAA will consist of the President, three Vice Presidents, four Board of Governors members, a Secretary-Treasurer and an Historian. All officers will be active in law enforcement and serve a term of one year with the exceptions of the Secretary-Treasurer and Historian - each of whom will serve four years. Through an appropriate nominating committee, arrangements will be made so that there will be a member of the Board of Governors and one of the officers from each section on the Board of Governors at all times. It will also be established that these men will advance through the Board of Governors and Vice Presidents to the office of President on an annual basis. Through proper control of the nominating committee and due to the fact that these officers will have to be elected annually, we can control the selection of the officers and eliminate an officer should he become unsatisfactory to the Bureau. We will encourage the Associates to assist in the expense of the national President and Secretary-Treasurer to attend the sectional retraining sessions.

VII. Appropriate revisions will be prepared by the Training Division for the FBINAA Bylaws; they will be submitted to the Associates for approval and these proposals will be brought to the attention of the FBINAA through the FBINAA Newsletter, as well as to the attention of the field through an appropriate letter to all SACs.

The conference opinion was that this action would increase cohesiveness among the NAA to further establish and maintain FBI domination of law enforcement.

The alternate proposal would be to hold a National Retraining Session annually either in Washington, D. C., or some other designated place. Due to the large number of eligible Associates, the alternate proposal was not favorably considered.

Executives Conference to Mr. Tolson 3/9/64
Re: FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS

RECOMMENDATION:

It was the unanimous decision of the Executives Conference that the sectional retraining sessions as outlined above be adopted. The initial meetings will occur in 1965.

Leonard
H

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The Executives Conference

X TYPING AGENTS' EXPENSE VOUCHERS

The Executives Conference of May 27, 1964, consisting of Messrs. Tolson, Mohr, Belmont, Rosen, Evans, Sullivan, DeLoach, Gale, Hyde, Callahan, Casper, Tavel, Trotter and Conrad considered the proposal that the field be advised that there is no objection to having stenographers type up expense vouchers as part of the stenographers' official duties.

The prevailing practice throughout the field is that the Agents type these themselves on overtime for which they are paid fringe benefits. During the Charlotte Inspection it was determined that many Agents were paying the Assistant Chief Clerk at a rate generally at \$1.50 per page to handle the typing of their expense vouchers. Assistant Chief Clerk typing on own time.

Expenses incurred by Agents which are represented in these expense vouchers are incurred on official Government business and it is not in the interests of good business and economy to have a highly paid Agent untrained in typing laboring for hours over typing an expense voucher which could be done by a trained stenographer or typist in a fraction of the time. The Agent could more profitably spend this time on investigative effort. This would also eliminate the raising of questions concerning payment for typing expense vouchers which were raised during the Charlotte Inspection.

RECOMMENDATION:

It was the unanimous decision of the Executives Conference that Agents be permitted to dictate and have stenographers type their expense vouchers as part of the stenographers' official duties. H

1 - Mr. Casper
1 - Mr. Clayton

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(5)

[Handwritten signature]

REC 45

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79 JUN 3 - 1964

MR. TOLSON

October 21, 1963

The Executives Conference

INVESTIGATIVE ACCOMPLISHMENTS
FINES, SAVINGS AND RECOVERIES

A tabulation prepared October 10, 1963, comparing FBI direct appropriations with fines, savings and recoveries for the fiscal years 1962 and 1963 and for the first three months of the fiscal year 1964 reflected a return per dollar appropriated of 58 cents for the first three months of the fiscal year 1964, whereas the fiscal years 1962 and 1963 showed \$1.37 as the return per dollar appropriated. The Director noted, "This is the worst record we have had in years. Take up at Executive Conference meeting."

The Executives Conference, consisting of Messrs. Mohr, Belmont, Rosen, Trotter, Tavel, Hyde, Sizoo for Sullivan, Edwards for Gale, Evans, Conrad, Casper, DeLoach and Callahan, considered the developments with respect to our fines, savings and recoveries for the first three months of the fiscal year 1964. It was pointed out to the conference that for the first three months of the fiscal year 1963 fines, savings and recoveries totaled \$92,185,406, reflecting a return per dollar appropriated of 71 cents as against the fines, savings and recoveries for the first three months of the fiscal year 1964, which totaled \$85,470,281 and a return per dollar of 58 cents. The first quarter of the fiscal year 1964, therefore, was running \$6,715,125 less than the comparable period for the fiscal year 1963 or 13 cents less per dollar return.

It was pointed out to the conference that a review of the fines, savings and recovery items by the various classifications entering into this accomplishment reflected a \$23,187,589.66 item in a Pawnee Indian Tribe matter (63-6437) before the Indian Claims Commission, which resulted in a savings to the Government of \$23,187,589.66 which was recorded in the first quarter of the fiscal year 1963, whereas no similar substantial recovery such as this was recorded during the first quarter of the current fiscal year. It was pointed out further that there had been a \$10,000,000 increase in the Renegotiation Act classification during the first quarter of the current fiscal year, a \$2,000,000 increase in the Court of Claims classification, \$19,000,000 in the Federal Tort Claims Act classification; however, there were decreases in other classifications, such as Anti-Racketeering, of \$1 1/2 million dollars, Fraud Against the Government of \$12,000,000 and Antitrust of \$6,000,000, which together with the other increases and decreases accounted for the \$6,715,125 decrease in fines, savings and recoveries referred to above.

1 - Mr. Casper

1 - Mr. Clayton

NPC:jlk

(6)

OVER...

Memorandum for Mr. Tolson
RE: INVESTIGATIVE ACCOMPLISHMENTS
FINES, SAVINGS AND RECOVERIES

The Conference was advised by the Investigative Division that it is anticipated our accomplishments in fines, savings and recoveries will surpass last year's figures by the end of this fiscal year. In this regard, it is noted that for the first three months of the fiscal year 1964, we have already obtained 45.89% of our total fines, savings and recoveries for the entire twelve-month period. It is anticipated there will be no difficulty in surpassing the accomplishments of the previous fiscal year.

The conference unanimously felt that our accomplishments in this field should be very closely watched in order that we will equal or surpass funds appropriated for the current fiscal year.

ST
esa
The Director

May 28, 1964

The Executives Conference

~~UNIFORM CLASSIFICATION OF CHARGE~~
~~IDENTIFICATION RECORD~~

The Executives Conference consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Evans, Gale, Rosen, Hyde, Sullivan, Tavel, Trotter and Casper met on May 27, 1964, and considered the captioned matter.

Mr. DeLoach pointed out that thousands of local law enforcement agencies who submit criminal fingerprints to our Identification Division identify the charge for which the persons has been arrested, based strictly on local or state law. Local and state laws vary widely as to the definition of crime. The same set of circumstances is identified as robbery in one state but larceny in another. The specific example of a judge reviewing an identification record to determine severity of sentence is a case in point. The judge can be badly misled by the term burglary in a California arrest. The burglary, under California law, could have consisted of breaking into and stealing a few nickels from a street parking meter. In other states this set of circumstances would properly be called petty larceny rather than the more heinous crime of burglary. Great confusion currently exists in all other crime classifications.

Mr. DeLoach recommended that the FBI recognize this confusion and take steps suggesting its correction. Section Chief Daunt of the Uniform Crime Reporting Section, Crime Records Division, has informally discussed this confusion with a representative of the California Identification Bureau and with at least two police chiefs. These representatives all indicated great enthusiasm for a program establishing uniformity in identifying the various charges on the identification record.

Insofar as value to the FBI is concerned, it was pointed out that (1) The FBI would be taking the leadership in a progressive movement that is long overdue, particularly in face of the growth of automatic data processing equipment which is making possible wide use of the identification record; (2) Although admittedly the

- 1 - Mr. Casper
- 1 - Mr. Clayton

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REC-39

66-2554-12795
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**Executives Conference Memorandum
Re: Uniform Classification of Charge
Identification Record**

program would require a long educational process, uniformity is necessary and an efficient system would eventually be established; (3) The success of such a program would be of benefit to the FBI in the analysis of its Uniform Crime Reporting returns, other statistical programs utilizing identification records, to the courts, to the prisons and to all law enforcement agencies in that it would provide each with a common understanding of criminal acts.

Mr. DeLoach noted that a number of states are planning central-pooling of law enforcement information through data processing. New York State recently appropriated one-half million dollars and have hired personnel from New York City Police Department and Chicago Police Department to develop the program. All such programs will rely heavily on identification records and the need to standardize the charges will become clearly apparent.

Mr. Tolson inquired as to whether this idea had been considered by the Uniform Crime Reporting Committee of the International Association of Chiefs of Police (IACP). He was advised that it had not, that it, of course, should be considered by the FBI first since it originated here, that it could be submitted to this group at their next fall meeting during 1964. Messrs. Tolson, Mohr and Trotter felt that such a program might add to the confusion currently existing rather than alleviating the situation. Mr. Trotter pointed out that printing both a state charge and the uniform charge would require additional typing work and additional proofreading for the Identification Division. The explanation was given that admittedly there would be additional work and adding a few words such as "UCR - Robbery" opposite the state charge. The opponents to the suggestion indicated that it would be wrong to have the Identification Division personnel classify the state crime in any manner. It was pointed out that this, of course, would be done by the local identification officer and that our personnel would not be expected to classify or analyze the state crime and put this crime in the nomenclature of uniform terminology. The Conference was advised that the local police departments are, however, already aware of definitions utilized in the Uniform Crime Reporting Program; consequently, there would be little difficulty in understanding the UCR terminology.

Mr. Tolson pointed out that confusion would exist in the mind of the judge or other judicial representative not altogether familiar with the Uniform Crime Reporting terminology. This was admitted and it was indicated that judicial representatives would necessarily have to become acquainted with such terminology and definitions which are constantly made available to them in the Uniform Crime Reporting Bulletin. We could also furnish them other printed material which is already available.

**Executives Conference Memorandum
Re: Uniform Classification of Charge
Identification Record**

Various other points of objection were brought up, including the fact that the local identification officer would find it difficult in applying the terminology of the Uniform Crime Reporting Program to state charges. This is already covered in this memorandum. Another point discussed was the possibility of a defendant being advised that his criminal identification record had the additional UCR terminology typed therein which was different from the state charge for which he was previously arrested. The unlikeness of this occurrence was pointed out since both charges appear.

After considerable discussion, a vote was taken. Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, Evans, Gale, Rosen, Hyde, Tavel and Trotter recommended rejection of the idea without further consideration. Messrs. Sullivan and Casper recommended that the idea not be rejected but be considered carefully by the Uniform Crime Reporting Committee of the International Association of Chiefs of Police in its next convention in October, 1964, in Louisville, Kentucky. Mr. DeLoach indicated he had no objections to presenting this idea to the Uniform Crime Reporting Committee of the IACP, that it should in fact get their endorsement; however, he believed that this idea should be given FBI approval at this particular time.

ACTION

For the Director's consideration.

Respectfully,
For the Conference

Clyde Tolson

*I am in
favor of majority
view
H*

Mr. Tolson

5/27/64

The Executives Conference

CIVIL RIGHTS TRAINING FOR IN-SERVICE
AGENTS AND NATIONAL ACADEMY

The Executives Conference on 5/27/64, consisting of Messrs. Tolson, Belmont, Mohr, Callahan, Conrad, DeLoach, Evans, Gale, Rosen, Sullivan, Trotter, Tavel, Hyde and Casper considered the current program for Civil Rights In-Service Training and similar training afforded the FBI National Academy.

BACKGROUND - CIVIL RIGHTS IN-SERVICE TRAINING

Following the Civil Rights demonstrations and violence which occurred in Montgomery, Alabama, in the Spring of 1961 in connection with the Freedom Riders wherein an attempt was made to have Bureau Agents deputized to control the possible mob violence in Montgomery, the Director approved Civil Rights Refresher In-Service Training in which we taught our Agents how to handle riots and provided them with certain riot control techniques. Specifically, the Agents were trained in certain basic maneuvers such as the wedge (a V formation used to break up and move crowds), the echelon (a diagonal formation used to move crowds) and the line (a formation to keep crowds moving or hold them back from certain strategic areas). In addition, training in the use of the riot stick (or night stick) as well as the handling of gas was included in the course. Also as a part of our In-Service Civil Rights Training Program it was approved that we discuss legal, constitutional and Civil Rights aspects, including applicable Federal laws and pertinent Court decisions, the handling of press and other news media, liaison with other interested agencies, administrative setup in special Civil Rights Squads and practical problems in the handling of mobs and riots wherein we discuss the Bureau's investigative handling under current laws of these situations. In addition, practical training is afforded to our Agents in surveillance photography for photographing mob action, color photography training to be used in police brutality cases and practical demonstration

1 - Mr. Casper
1 - Mr. Clayton

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**Executives Conference Memorandum
Re: Civil Rights Training For In-Service
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in the use and effect of various types of explosives and the use of the large cameras in connection with photographing records in Election Law or other similar type violations.

**EXECUTIVES CONFERENCE CONSIDERATION - CIVIL RIGHTS IN-SERVICE
TRAINING**

It was the unanimous decision of the Executives Conference that the Civil Rights In-Service Training be continued as is with the exception that we discontinue the riot control type training now being afforded to our Agents. This would include the use of the night stick, instruction to the Agents in the basic maneuvers and the use of gas in connection with the control of mobs. The Conference felt that the conditions which caused us to initiate this training have changed. Therefore, it is no longer necessary that we afford this type of training to In-Service Agents.

BACKGROUND - CIVIL RIGHTS TRAINING TO NATIONAL ACADEMY

The Conference was advised that the National Academy currently receives Civil Rights instructions by means of the demonstration put on by the United States Provost Marshal General's Office on mob and riot control procedures at Ft. Belvoir, Virginia, and a lecture by the Deputy Chief Inspector of the New York Police Department on practical police procedures on mob and riot control. In addition, they receive a two-hour lecture on the FBI's jurisdiction on Civil Rights matters by a representative of the Training Division and a one-hour lecture on psychological factors in the development and behavior of mobs by a representative of the Training Division. They also get related material such as a lecture and demonstration on the use of dogs in law enforcement.

**EXECUTIVES CONFERENCE CONSIDERATION - NATIONAL ACADEMY
CIVIL RIGHTS TRAINING**

It was the unanimous opinion of the Conference that these are items which the police need and should have in order to do their job and therefore it was recommended that they all be continued.

Executives Conference Memorandum
Re: Civil Rights Training For In-Service
Agents And National Academy

RECOMMENDATIONS:

1. It was the unanimous decision of the Executives Conference that in Civil Rights In-Service Training we drop from the current curriculum the training wherein Special Agents are taught how to handle riots by teaching them riot control techniques. The remaining specialized subjects dealing with Civil Rights to continue in the curriculum.

OK
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2. It was the unanimous decision of the Executives Conference that the present training afforded to the National Academy on Civil Rights matters be continued.

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